

Admission Policy of Trinity P.S. Tuam



School Address: Dublin Rd., Tuam, Co. Galway

Roll number:20547L

School Patron: Archbishop of Tuam

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 4.10.20. 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 Trinity P.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

Trinity P.S. Tuam 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:

- the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects
- a living relationship with God and with other people
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus
- the formation of the pupils in the Catholic faith,
- the provision of 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 Trinity P.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

Trinity P.S is an inclusive, welcoming community, providing a caring and positive learning environment for students. We encourage the uniqueness of individuals, while fostering a sense of community and inclusiveness where everyone is valued, encouraged and respected.

Vision

Tuam P.S. is committed to developing and nurturing the talents, skills and confidence of all members of the school community and to helping them reach their full potential.

Ní neart go cur le chéile.

3.Admission Statement

Trinity P.S. will **not** discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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.

Trinity P.S. is a co-ed school

Denominational schools

Trinity P.S. 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 a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Schools with special education class(es)

Trinity P.S. is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education 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

Trinity P.S. is a mainstream co-ed school with special classes.

Trinity P.S. with the approval of the Minister for Education and Skills, has established the following special classes:

Autism classes

MGLD class

(The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.)

5. Admission of Students

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see section 6 below for further details)
2. 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

Additional information

Parents wishing to have their child enrolled in **Trinity Primary School** 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 Trinity P.S. provide an education exclusively for students with ASC and MGLD 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.

6. Admission Criteria and Oversubscription of mainstream classes:

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:

Selection Criteria for mainstream classes:

All Children enrolling must be at least four years of age before the first day of the academic year. If the number of children seeking admission exceeds the number of places available, the following prioritising criteria will apply in the following order:

Category 1. Brothers/Sisters (including step-brothers/sisters, resident at the same address) of children already enrolled in the school. If this number exceeds the number of places then the following criteria will be used: *Age of those seeking enrolment, priority to the oldest.*

Category 2. Children whose primary residence is inside the immediate area of Tuam Parish boundary, starting with closest to the school and radiating outwards from the school, if there is a tie then the following criteria will be used: *Age of those seeking enrolment, priority to the oldest.*

Category 3. Children of past pupils.

(up to a maximum of 25% of total intake)

If this number exceeds the number of places then the following criteria will be used: *Age of those seeking enrolment, priority to the oldest.*

Category 4. All remaining pupils on a waiting list may then be considered. If this number exceeds the number of places then the following criteria will be used: *Age of those seeking enrolment, priority to the oldest.*

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), eg same birthday, the following arrangements will apply:

In the case of a tie, the offer will be made to the oldest student(s) and if still tied, a draw will be made from the tied students supervised by the chairperson of the Board of management.

7. Admission Criteria and Oversubscription of Special Classes

Current Provision

At present, TPS has 7 Autism Classes which comprises one Early Intervention Class (EIC), and 6 school age Autism Classes as well as an MGLD class. Each Autism class may have up to 6 pupils enrolled and MGLD 11. The purpose of the EIC is to provide Early Intervention and support to pupils of ages between 3 and 6 ahead of their entry into mainstream school. The provision of our school age Autism Classes is aimed to allow children who may have difficulty learning in the mainstream class to have a more individualised learning experience. This support is provided in line with the Guidelines for Setting Up and Organising Special Classes by the NCSE. With that in mind, all enrolments in Autism Classes are kept under continual review to ensure each child is receiving the most appropriate learning experience possible.

Admission Procedure and Guidance

In accordance with Circular 0039/2025, parents are required to notify the NCSE that a child requires a special class place for the next school year, through the NCSE website by the 1st October 2025.

Parents/guardians engaging with this process will be provided with a letter from the NCSE confirming the outcome of the NCSE's review of the supporting evidence provided which they can then give to the school as part of their application for enrolment in a special class at TPS.

Once the school receives an application for enrolment to a special class it must advise parents to notify the NCSE if they haven't already done so.

In addition, where our school is aware that parents of a child or young person already enrolled in a mainstream class in their school are seeking a special class or special school place, these schools should advise the NCSE of these children before 1 October. These children should also be discussed at SENO planning meetings with schools.

Where the NCSE is advised of a need for a special class or special school place for the next school year after 1 October of the existing school year, it will continue to support the family secure a special class or special school placement in new special classes or special schools being established or in

existing special classes and special schools as possible. These children should also be discussed at SENO planning meetings with the school.

If the above conditions are satisfied then the parents/guardian will be informed of the current enrolment status of these special classes and will also be directed to this enrolment policy on the school website.

If Parents/guardians decide to proceed with an application for enrolment, an application form will be sent to the parents/guardians and returned to the school in line with our Admissions Policy.

Applications for enrolment will only be considered (in accordance with circular 0039/2025): Children and young people are eligible for enrolment in a special class for Autism and MGLD 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 or MGLD

The application will undergo team assessment by the Admission Team, (The admission team is made up of the Principal, Deputy or Assistant Principal and a special Class teacher) to ensure that the application fulfils the enrolment criteria outlined in this policy and Circular 0039/2025. Once this process has been completed the applicant secures a place on the list of applicants to enrol.

This list is organised on the basis of our enrolment criteria outlined below.

The maximum class size is six pupils. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one, once a definite diagnosis of Autism/MGLD has been provided by a qualified professional.

Category 1: Children with an Autism/MGLD diagnosis currently enrolled in the school.

Category 2: Children who are at least four years of age before the first day of the academic year who are attending the TPS Early Intervention Class, and in our catchment area (Tuam Parish).

Category 3: Children who are at least four years of age before the first day of the academic year and who have brothers or sisters or step-siblings presently enrolled in the school.

Category 4: Children who are at least four years of age before the first day of the academic year whose parent is a staff member at the time of enrolment.

Category 5: Children who are at least four years of age before the first day of the academic year whose primary residence is in the immediate areas of Tuam Parish, starting with closest to the school and radiating outwards from the school.

Category 6: If spaces are still available, places will be allocated to children who are at least four years of age before the first day of the academic year with an ASC/MGLD diagnosis from outside the catchment area.

If the number of applicants in any category exceeds the number of available places, the following criteria will be considered:

- *Age of those seeking enrolment, priority to the oldest.*

In the event that there is a tie for a place/places in any category even after applying qualifying criteria then a draw will be made supervised by an independent observer.

When a place becomes available the parents and principal will complete the “Notification to NCSE of enrolment in a special class”. This is Form 7 available on www.ncse.ie

A school application form, incorporating family details, medical history, pupil permissions and a sensory profile is completed prior to the beginning of the school year.

Inclusion

Trinity Primary School values the individuality of all of our students. The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria.

We provide an inclusive education for all students. The relationship between Autism Classes and mainstream classes is interwoven. When a child is enrolled in an Autism/MGLD Class (school-age), they are allocated a place in a mainstream class. Based on the best interests of each child, inclusion will happen throughout the day/ year as appropriate. Staff and parents will be in communication at various times to discuss inclusion through IEP meetings/ reviews. The aim of the Autism/MGLD Class is to offer the maximum amount of inclusion in mainstream as appropriate, this may result in some pupils moving from part time inclusion in a mainstream class, to full time inclusion in mainstream.

8.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;
- C. A student's academic ability, skills or aptitude; other than in relation to:
 - our special classes insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- 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 attending or having previously attended the school;
 - other than siblings of a student currently attending or having attendedand
 - parents of a student having attended the school (max 25% of total intake determined by closest to 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

9.Decisions on applications

All decisions on applications for admission to Trinity P.S. 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 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.

10. 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).

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

In accepting an offer of admission from Trinity P.S., 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.

12. 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 Trinity P.S. where—

- it is established that information contained in the application is false or misleading.
- 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.

- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

13. 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;
- (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).

14.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 Trinity P.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 Trinity P.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. If the number of applicants placed on the waiting list with the same date of receipt of application exceeds the number of places available a lottery system will be used.

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.

15.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 a 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.

16.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 at the commencement of the school year other than the school's junior infant intake group are as follows:

- An enrolment form requiring basic general information as well as information about previous schools attended must be completed by parents/guardians. This is assessed by the BOM using criteria in section 5 of this policy.
- If their application is successful, 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 admission policy.

The additional 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:

- 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.
- Trinity P.S. will normally 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)

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

The board of Trinity P.S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-
an application for admission of a student to the school,
or
the admission or continued enrolment of a student in the school

18. 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), as the case may be, to discuss how the request may be accommodated by the school.

19. Reviews/appeals

Review of decisions by the board of Management:

The parent(s) 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 parent(s) 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.

Reviewed by Patron: 25.09.2020

Ratified by BOM: 10.11.2020

This policy was reviewed by the Board of Management on 24/09/25 to ensure compliance with Circular 0039/2025

Nuala Mc Guinn
Nuala McGuinn (Chairperson)

24/09/25
Date

Lorraine Burke
Lorraine Burke (Principal)

24/9/25
Date