

**Admissions Policy of Leap National School**

**School Address: Kilmacabea, Leap, Co. Cork.**

**Roll number: 11245R**

**School Patron: Bishop of Cork & Ross Fintan Gavin**

## **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 21st September 2020. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

His Lordship Bishop Fintan Gavin is the Patron of the school. At present, the teaching staff is comprised of 2 multi-class teachers, inclusive of a Teaching Principal, 1 Special Education Teacher (shared with another school) and 2 Special Needs Assistants. The full range of classes istaught in the school and classes are of mixed gender. The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available. Class starts at 9.20 a.m. and finishes at 3.00 p.m. Infant Classes finish at 2.00 p.m.

The relevant dates and timelines for Leap National 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.

Notices will also be placed in the Parish Newsletter, at the entrance in the local playschools and at the school entrance to notify parents that the school is accepting enrolment applications for the coming school year as well as on approach road to the school. The enrolment process is by written application only. Completed application forms should be returned by 30th April each year. 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 is published on the school’s website and will be made available in hardcopy or softcopy on request to any person who requests it. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeframe specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

### 2. Characteristic spirit and general objectives of the school

Leap National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Leap National School 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 Statements**

This policy complements the school ethos of nurturing each students potential in a caring environment where the welfare of children is paramount.

**Rationale**

This policy aims to ensure that the appropriate procedures are in place to enable the school

* To make decisions on all applications in an open and transparent manner consistent with the Ethos, the mission Statement of the school and legislative requirements
* To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
* To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

**Context, Resources, School Organisation & Curriculum**

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parent’s choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

**Roles and responsibilities in developing and implementing this policy:**

**Roles of Board of Management**

* To ensure that a policy is in place and that it is reviewed
* To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
* To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board..
* To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
  1. For the purposes of fostering and appreciation of learning among students attending the school and
  2. Encouraging regular attendance at the school on the part of all students

**Role of the Principal**

* To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
* To monitor its implementation and to ensure that it is reviewed by the review date
* To implement the policy and to support other teaching staff in their implementation of the policy
* To apply for and acquire such resources as are available in accordance with government policies
* To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
* To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
* To ensure a register of all students attending the school is established and maintained
* To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
* Prior to registering a child, to provide the parents of an applicant with a copy of the school’s Code of Behaviour and ensure that the parents confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
* To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
* Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

**Role of Teaching staff**

* To co-operate with the implementation of this policy
* To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
* To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Learning Support Teacher and the Resource Teacher
* To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
* To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

**Role of Students**

* To co-operate fully with the school in the implementations of the policy

**Role of Parents**

* To support the policy and to co-operate fully with the school in its implementation
* To bring to the attention of the school authorities any concern they may have in relation to the school’s provision for the educational needs of their child
* To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

### 3. Admission Statement

Leap National School 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.

Leap National School 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 of the Catholic faith and it is proved 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

Leap National School is a mainstream school. It does not have a Special Class or ASD Class. Pupils with Special Education Needs (SEN) are catered for by their mainstream class teacher with the support of the Special Education Teacher and in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

Notwithstanding the availability of such resources, parents of children who are unsatisfied with the level of educational provision in our school are advised to consider a special school, which is designed and resourced to specifically cater for the needs of children with special educational needs.

### 5. Admission of Students

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) 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
3. parents/ guardians of a prospective student are in dispute/disagreement regarding legal guardianship of the child,  Leap National School will temporarily suspend the admissions process until the matter has been resolved, and the school has sight of the court order appointing legal guardianship to one parent.

## 6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed**)**

**The school will be deemed to be full when the total number of pupils in each multigrade class reaches 26 (DES pupil: teacher ratio)**

The Board of Management of Leap National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

* Health & Safety Concerns regarding Staff and Children
* Available classroom space
* Multi-grade classes
* Educational needs of the children
* Presence of children with special needs
* Department of Education & Science class size directives
* Appropriate Supports and Resources are available
* Time of school year

**Procedures – Application, Enrolment Criteria & Decision / Appeals**

* Application forms are available in the school office and on the school’s website. Parents seeking to enrol children should return a completed application form with an original birth certificate and a copy of the child’s PPS Number to the school not later than 30th April. Parents of children enrolled in Junior Infants will be invited to an open day in the school in June each year.
* Failure to fully complete forms may result in refusal to admit a student.
* Further relevant information may be sought at a later stage (Psychological Reports/Emotional Behavioural Reports etc to support the application to the NCSE for additional resources thereby enabling the Board of Management to make a prompt and informed decision. Requests in respect of guardianship, custody and access arrangements on behalf of parents must be supported by a written letter from a solicitor.
* In applying the criteria for enrolment, the school will take into account Gender Balance Male / Female and limitations in the size of classes

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources-where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child’s own welfare. In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development. Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

**Junior Infant Enrolment Procedure**

The registration process is initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents/ guardians. **Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.**

Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications. A copy of this policy is given to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy.

Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year. Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. All decisions will be given in writing within 21 days of receiving a completed enrolment application form.

**Junior Infant Enrolment Criteria**

**Please note:**

In the event that the school is oversubscribed, the school will, when deciding on applications, 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:

|  |  |
| --- | --- |
| **Priority** | **Criterion** |
| **1** | Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. If the class is over subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated. |
| **2** | Families whose primary residence is either  (a) in the immediate areas of Leap Village, starting closest to the school and radiating outwards from the school within the Parish or  (b) In Kilmacabea Parish within a 2 mile distance by road from the school. If the class is oversubscribed within the application of this particular criterion, then the furthest from the school under either (a) or (b) will be eliminated first. |
| **3** | Children of current teaching staff. |
| **4** | Children of parents who are past pupils of the school. If the class is oversubscribed within the application of this particular criterion, then those whose primary residence is furthest from the school will be eliminated first. |
| **5** | If space is still available, class numbers are completed from the Waiting List, which is compiled and ordered according to the date of the original application. The criteria are listed in order of priority when spaces are allocated under criterion 1 and space is still available, then criterion 2 comes into play and so on. This prioritization proceeds until all places have been allocated. |

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:

Random selection (independently verified)

### 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:

|  |
| --- |
| 1. 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;   1. the payment of fees or contributions (howsoever described) to the school; 2. a student’s academic ability, skills or aptitude;   (other than in relation to:   * admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned .  1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school; 4. 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). |

### 8. Decisions on applications

All decisions on applications for admission to Leap National 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

(Please see [section 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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.

Decisions in relation to applications for enrolment are made by the Board of Management in accordance with school policy. The board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

The Board of Management will have regards for the relevant DES guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The Board of Management is bound by the DES Rules for National Schools which provide that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Leap National School must have reached the age of 4 years by the 31st August of the year they will commence school.

### 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school’s decision.

### 10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Leap National School, you must indicate—

(i) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) Whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

### 11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Leap National School where—

1. It is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. An applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

### 12. Sharing of Data with other schools

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

Section 66(6) allows a 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).

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

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

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.

### 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is 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.

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows:  **Criteria for Enrolment to SI to 6m Classes**  The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6 classes   |  |  | | --- | --- | | **Priority** | **Criterion** | | 1 | Priority is given to brothers and sisters of children already in the school or who have attended the school in the past. | | 2 | Families whose primary residence is either (a) in the immediate areas of Leap Village, starting closest to the school and radiating outwards from the school within the Parish or (b) in Kilmacabea Parish within a 2 mile distance by road from the school, or who are in the process of moving to either of these areas. | | 3 | Children of current teaching staff. | | 4 | Children of parents who are past pupils of the school |   Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child’s educational progress.  Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.  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 Leap National School were unsuccessful due to the school being over subscribed will be complied and will remain valid for the school year in which admission is being sought.  **Refusal to enrol on grounds of “Exceptional Circumstances”**  The school reserves the right to refuse enrolment to exceptional cases. Such an exceptional case could arise where either:   * The pupil has special needs such that even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the pupil with an appropriate education. * In the opinion of the Board of Management the pupil poses an unacceptable risk to other pupils, to school staff or to school property (See Appeals Procedure below). |

|  |
| --- |
| The 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:  .  **Application for immediate admission in the current school year**   * Application forms are available from the school office * Failure to fully complete forms will result in refusal to admit the applicant * The educational and behavioural record of a student in their previous school shall be considered * The attendance record of a student in their previous school shall be considered * The Principal of the child’s previous school will be contacted * Leap N.S. will be furnished with all records pertaining to the child from their previous school. |

**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to the start of the new school year.**

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

This rule applies to all schools.

The Board of Leap National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. An application for admission of a student to the school, or
2. The admission or continued enrolment of a student in the school.

### 17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

|  |
| --- |
| Our school is of Catholic ethos and, in keeping with that ethos; children of all or no other faith are welcome to apply to this school.  The following are the school’s arrangements for students, where the parent/guardian has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:  A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student to discuss how the request may be accommodated by the school. |

## 

### 18. Reviews/appeals

**Review of decisions by the Board of Management**

The parent of the student 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 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. Implementation and Review**

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

**20. Policy Ratification**

The policy was ratified by the Board of Management of Leap National School on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson, Board of Management)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

The contents of this policy have been approved by Fr. Michael Keohane, acting on behalf of the Patron.

**Amendment**:

*In accordance with Section 62 of the Education (admissions to school’s act}, the board of management of Leap National School has included the following text to the school’s admissions statement, as required by the Education (provision in respect of children with special educational needs) act 2022.*

• Leap National 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.

• Leap National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act. I can confirm that there has been no additional changes made to the schools admission policy.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_