



Admission Policy

Moyne Community School

Moyne, Co. Longford | Roll number 91436D

Joint Patrons: Chief Executive, Longford and Westmeath ETB, and Bishop of Ardagh and Clonmacnois

Effective for admissions

2027/2028 school year

Next scheduled review

Annual review before publication of the Annual Admission Notice

Important: This policy must be read with the Annual Admission Notice for the school year concerned. Dates, available places and application timelines are set out in that notice.

Contents

1. Introduction and scope
 2. Characteristic spirit and general objectives
 3. Admission statement
 4. Educational provision and special class
 5. General admission of students
 6. Mainstream First Year oversubscription
 7. Special class eligibility and oversubscription
 8. Matters not considered
 9. Decisions and notification
 10. Acceptance of an offer
 11. Offers not made or withdrawn
 12. Sharing and recording of admissions data
 13. Waiting lists
 14. Late and in-year applications
 15. Non-charging of fees
 16. Religious education, instruction and ceremonies
 17. Reviews and appeals
 18. Policy approval and review
- Appendix A. Traditional feeder primary schools
- Appendix B. Annual admissions compliance checklist
- Appendix C. Special class application checklist

1. Introduction and scope

This Admission Policy complies with the Education Act 1998, the Education (Admission to Schools) Act 2018, the Equal Status Acts and other applicable legislation and statutory guidance.

The Board of Management has prepared this policy in consultation with school staff, parents and guardians, and the joint patrons. The policy is published on the school website and is available in hard copy on request.

The relevant dates, application period, number of available places and decision dates are set out each year in the school's Annual Admission Notice. The Annual Admission Notice will be published at least one week before the admissions process begins. The admissions process for the 2027/2028 school year will not begin before 1 October 2026.

This Admission Policy, the Annual Admission Notice and the official application form together govern applications for admission to Moyne Community School. Selection criteria not contained in this policy will not be used to decide an application.

2. Characteristic spirit and general objectives

Moyne Community School was established in 1974 through the amalgamation of the Latin School in Moyne and Ballinamuck Vocational School. It is a co-educational, multi-denominational community school under the joint patronage of the Bishop of Ardagh and Clonmacnois and the Chief Executive of Longford and Westmeath Education and Training Board.

The school provides a comprehensive system of post-primary education for the local community, combining academic and practical learning and contributing to the spiritual, moral, intellectual, physical and social development of students.

Mission

Moyne Community School offers a holistic education, upholding the Christian values and traditions of the communities from which the school evolved. The school is committed to enabling students and staff to develop their full potential through the formal and informal curriculum in a friendly, safe and caring environment.

Core values

The school's core values are care, respect, community, inclusion, equality, justice and fairness. These values support excellence in teaching and learning and recognise the unique and intrinsic value of every member of the school community.

The school welcomes and supports students of all religions and beliefs. Its characteristic spirit is expressed through teaching and learning, pastoral care, liturgical and social outreach activities, student support and respectful partnership with families and the wider community.

3. Admission statement

Moyne Community School will not discriminate in the admission of a student on any of the following grounds:

- gender
- civil status
- family status
- sexual orientation

- religion
- disability
- race
- membership of the Traveller community
- special educational needs

The terms above are construed in accordance with section 3 of the Equal Status Act 2000 and section 61(3) of the Education Act 1998.

Where the school provides education exclusively for a category of special educational need in a special class, it is not discriminatory to refuse admission to that class where the student does not have the category of need specified for the class.

Moyne Community School will:

- cooperate with the National Council for Special Education in the performance of its statutory functions, including the provision and operation of special classes when requested;
- comply with any lawful direction served on the patron or Board of Management under the Education Act 1998;
- operate its admissions arrangements in a lawful, transparent and consistent manner.

4. Educational provision and special class

4.1 Mainstream provision

Moyne Community School provides co-educational post-primary education through its mainstream programmes, subject to the programmes and curriculum offered by the school from time to time.

4.2 Clann Hazel special class

With the approval of the Minister for Education and Youth, Moyne Community School operates Clann Hazel, a special class attached to the mainstream school for autistic students.

To be eligible to apply for admission to Clann Hazel, an applicant must hold a valid Letter of Eligibility issued by the National Council for Special Education for the school year in which admission is sought. The letter must confirm that the applicant meets the Department of Education and Youth criteria to apply for an autism special-class placement.

The NCSE Letter of Eligibility must be provided as part of the school application within the timelines set out in the Annual Admission Notice. A Letter of Eligibility applies only to the school year for which it is issued.

The Parents Notify process is not an application to Moyne Community School. A separate application must be made directly to the school under this policy and the Annual Admission Notice.

The school will not require additional diagnostic or professional reports to establish eligibility where a valid NCSE Letter of Eligibility has been supplied, except where further documentation is expressly required under current Department or NCSE guidance. Eligibility to apply does not guarantee a place.

5. General admission of students

Moyne Community School will admit each student seeking admission except where:

- the school or the relevant form of provision is oversubscribed;

- a parent or guardian, when required by the Principal under section 23(4) of the Education (Welfare) Act 2000, does not confirm in writing that the school's Code of Behaviour is acceptable and that all reasonable efforts will be made to ensure the student's compliance;
- in the case of Clann Hazel, the applicant does not hold the valid NCSE Letter of Eligibility required under section 4.2.

Admission will not be made contingent on the availability of particular staffing, resources or supports. No criterion relating to prospective behaviour, ability to participate in mainstream classes, or health-and-safety concerns will be used as a barrier to special-class admission.

6. Mainstream First Year oversubscription

Where the number of applications received within the published application period exceeds the number of available mainstream First Year places, the following criteria will be applied in the order listed:

1. Students who live within the eligibility distance threshold and students who are entitled to school transport through Bus Éireann or its agents.
2. Students attending primary schools traditionally serving Moyne Community School, as listed in Appendix A.
3. Siblings of students currently enrolled in Moyne Community School.
4. Children of members of staff, subject to a maximum of 25 per cent of the available places.

6.1 Tie-breaker

Where two or more applicants are tied within a criterion for the final available place or places, a lottery will determine the order of priority. Each tied applicant will be entered once. The Board of Management will appoint an independent person to oversee the lottery, and parents or guardians of the applicants concerned may be invited to attend.

6.2 Application of criteria

The criteria will be applied only to applications received within the period stated in the Annual Admission Notice. The date and time of receipt within that period will not confer priority.

7. Special class eligibility and oversubscription

7.1 Eligibility check

Before an application is ranked for a place in Clann Hazel, the school will confirm that:

- the official application was submitted in accordance with the Annual Admission Notice;
- the applicant holds a valid NCSE Letter of Eligibility for an autism special-class placement for the school year concerned;
- the Letter of Eligibility was provided within the applicable admissions timeline.

7.2 Oversubscription criteria

Where the number of eligible applicants exceeds the number of available places in Clann Hazel, the following criteria will be applied in the order listed:

1. Eligible students already enrolled in Moyne Community School.

2. Eligible applicants who are siblings of students currently enrolled in Moyne Community School.
3. Eligible applicants who live within the eligibility distance threshold and students entitled to school transport through Bus Éireann or its agents and attending a special class in one of our feeder schools.
4. Eligible applicants from primary schools who have traditionally been feeder schools to Moyne CS (see appendix A) and have been attending special classes in those schools.
5. Applicants not attending the above-named feeder schools but for whom Clann Hazel would be nearest special class to their home residence.
6. All other eligible applicants.

7.3 Tie-breaker

Where two or more eligible applicants are tied within a criterion for the final available place or places, a lottery will determine the order of priority. Each tied applicant will be entered once. The Board of Management will appoint an independent person to oversee the lottery.

7.4 Records and NCSE notification

Where a special-class place is offered and accepted, the school will notify the NCSE within 10 days. The school will also cooperate with the NCSE regarding expected leavers, available places and relevant admissions-planning information.

8. Matters not considered

In deciding applications or placing students on a waiting list, the school will not consider or take into account:

- prior attendance at a pre-school or pre-school service;
- the payment of fees, contributions or donations;
- a student's academic ability, skills or aptitude, except where expressly permitted by law for a recognised special category of provision;
- the occupation, financial status, academic ability, skills or aptitude of a parent or guardian;
- attendance by a student, parent or guardian at an interview, open day or meeting as a condition of admission;
- a family connection with the school other than sibling priority or staff-child priority expressly provided for in this policy;
- the date or time an application was received, provided it was received during the published application period;
- prospective behaviour, potential health-and-safety concerns, ability to participate in mainstream classes, or the availability of particular staffing, resources or supports as special-class admission criteria;
- professional reports or documents beyond those required to establish eligibility under current Department and NCSE requirements.

9. Decisions and notification

All admission decisions will be based on this policy, the Annual Admission Notice and the information supplied in the school's official application form and required supporting documentation.

Applicants will be informed in writing of the school's decision within the timeframe stated in the Annual Admission Notice.

Where a place is not offered, the written notification will state the reason, including, where applicable, the applicant's ranking under the oversubscription criteria and position on the waiting list. The notification will also explain the right to request a review and to appeal.

10. Acceptance of an offer

When accepting an offer, the applicant must indicate:

- whether an offer from another school has been accepted and, if so, the details of that offer;
- whether the applicant is awaiting the outcome of an application to another school and, if so, the school or schools concerned.

Accepted offers will be recorded promptly on the Post-Primary Online Database. The school will use PPSN validation and conflict-resolution functions where required.

11. Offers not made or withdrawn

An offer of admission may not be made, or may be withdrawn, where:

- information contained in the application is found to be false or misleading;
- the applicant does not confirm acceptance by the date stated in the Annual Admission Notice;
- the required confirmation concerning the Code of Behaviour is not provided;
- the applicant does not comply with the acceptance requirements in section 10.

12. Sharing and recording of admissions data

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

The school will cooperate with lawful requests from the Department and the NCSE for admissions, waiting-list, vacancy and planning information. Admissions data will be managed in accordance with data-protection law and the school's applicable records-management procedures.

13. Waiting lists

Where applications exceed available places, separate waiting lists will be maintained for mainstream admission and admission to Clann Hazel.

Each waiting list will remain valid only for the school year for which admission is sought. Placement will follow the order established by the criteria and any lottery conducted under this policy.

A place that subsequently becomes available will be offered to the next applicant on the relevant waiting list. A late applicant will be added in accordance with this policy and will not displace an applicant already placed on the waiting list.

14. Late and in-year applications

14.1 Late applications to the normal intake group

Applications received after the closing date will be considered and decided under this policy, the Education (Admission to Schools) Act 2018 and any applicable regulations. Where a waiting list exists, the application will be placed on that list in accordance with this policy and will not displace an applicant already on the list.

14.2 Applications to other year groups or during the school year

Applications to a year group other than the normal intake group, or after the commencement of the school year, will be accepted and processed throughout the year. An applicant must complete the official application form. A refusal will be made only on a ground permitted by law.

Documents required for registration, such as evidence of identity or records transferred from a previous school, will normally be requested after an offer has been made and accepted. Such administrative documents are not selection criteria.

15. Non-charging of fees

The Board of Management, or any person acting on its behalf, will not charge a fee or seek a payment or contribution as a condition of:

- making an application for admission;
- admission to the school;
- continued enrolment in the school.

16. Religious education, instruction and ceremonies

Moyne Community School is a multi-denominational community school operating under its Deed of Trust. Religious Education is provided as part of the school's curriculum and supports students' intellectual, social, moral and spiritual development.

The school recognises the rights of parents and guardians, and of students aged 18 years or over, concerning participation in religious instruction, worship or ceremonies. A request for withdrawal should be made in writing to the Principal.

The school will make appropriate arrangements, having regard to available supervision, so that the student remains appropriately supervised and engaged in alternative work. No student will be required to participate in a religious ceremony contrary to wishes properly communicated to the school.

17. Reviews and appeals

17.1 Review by the Board of Management

A parent or guardian, or a student aged 18 years or over, may request the Board of Management to review a decision to refuse admission. A review will be conducted under sections 29B and 29C of the Education Act 1998 and the procedures determined by the Minister.

Where refusal is due to oversubscription, a Board review must be requested before an appeal is made under section 29. Where refusal is for another reason, a Board review may be requested before an appeal.

17.2 Right of appeal

A refusal of admission may be appealed under section 29 of the Education Act 1998. Appeals are considered by an independent appeals committee appointed by the Minister. The decision letter issued by the school will contain the applicable review and appeal information and timelines.

18. Policy approval and review

This policy will be reviewed annually before publication of the Annual Admission Notice and whenever legislation, Department circulars, NCSE requirements or patron guidance requires amendment.

Any amendment requiring patron approval will be submitted to the joint patrons before the revised policy is published.

Adopted by the Board of Management	21 st September, 2026.
Chairperson	Mr. John Duffy
Secretary to the Board of Management	Mr. Michael Lynch

Appendix A. Traditional feeder primary schools

The following primary schools have traditionally contributed to the student intake of Moyne Community School. This list should be checked annually against current official school names and roll numbers before publication.

Roll number	School	Location
07518E	S N Cnoc An Mharcaigh	Cnoc An Mharcaigh, Co. Longford
12736S	Naomh Guasachta N S	Bunlahy, Ballinalee, Co. Longford
13203L	St Patrick's Mixed N S	Gowna, Co. Cavan
15960P	Gortletteragh Central	Gortletteragh, Co. Leitrim
16316Q	St Mary's N S	Arva, Co. Cavan
16665S	St Mary's Mixed N S	Drumlish, Co. Longford
16767D	Cornea N S	Cornea, Co. Cavan
17561L	Samhthann N S	Ballinalee, Co. Longford
19279F	S N Naomh Treasa	Clontumpher, Ballinalee, Co. Longford
19296F	S N Naomh Colmcille	Aughnaccliffe, Co. Longford
19353O	St Patrick's N S	Dromard, Moyne, Co. Longford
19363R	Mullahoran Central N S	Kilcogy, Co. Cavan
19753H	St Emer's National School	Ballinalee Road, Co. Longford
19975C	St Patrick's N S	Ballinamuck, Co. Longford
19987J	Scoil Mhuire N S	Newtownforbes, Co. Longford

Appendix B. Annual admissions compliance checklist

- ☐ The Annual Admission Notice is consistent with this policy.
- ☐ The admissions process does not open before the date permitted by current circulars.
- ☐ Application, offer and acceptance dates have been coordinated locally where practicable.
- ☐ The published admission number reflects realistic accommodation and capacity.
- ☐ Accepted offers are entered promptly on PPOD.
- ☐ PPSN validation and conflict-resolution procedures are in place.
- ☐ Late and in-year applications are processed throughout the year.
- ☐ Refusals are made only on lawful grounds.
- ☐ Special-class applicants provide the NCSE Letter of Eligibility for the relevant school year.
- ☐ No recent-report rule, behaviour criterion, mainstream-participation rule or resource condition is applied.
- ☐ Separate waiting lists operate only for the school year concerned.
- ☐ The NCSE is notified within 10 days of an accepted special-class place.
- ☐ Expected special-class leavers and likely vacancies are shared with the NCSE.
- ☐ The final patron-approved policy is the version published by the school.

Appendix C. Special class application checklist

This checklist supports administration of applications to Clann Hazel. It does not replace the policy or create additional selection criteria.

- ☐ Official school application received.
- ☐ Application received within the relevant timeline, or recorded as a late application.
- ☐ Valid NCSE Letter of Eligibility supplied for the school year concerned.
- ☐ Letter confirms eligibility to apply for an autism special-class placement.
- ☐ No additional diagnostic or professional report requested solely to re-establish eligibility.
- ☐ Application ranked under the published special-class criteria where oversubscribed.
- ☐ Decision issued within the Annual Admission Notice timeline.
- ☐ Review and appeal information included where admission is refused.
- ☐ Accepted place notified to the NCSE within 10 days.
- ☐ PPOD and school records updated as required.