



Admission Policy of Moyne Community School

**School Address: Moyne, Co Longford
Roll number: 91436D**

**School Patron/s: Chief Executive LWETB
Bishop of Ardagh and Clonmacnois**

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 patrons in 8th September 2020 a. 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 Moyne Community 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.

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

Characteristic Spirit of a Community School under the joint patronage of Catholic and ETB Patrons

Moyne Community School was established in 1974 through the amalgamation of the Latin School in Moyne and Ballinamuck Vocational School. The school was established under the joint patronage of the Bishop of Ardagh and Clonmacnois and the Chief Executive of Co Longford VEC (now Longford Westmeath Educational and Training Board). The Deed of Trust establishing the school states that

"The School shall be established with the object of providing a comprehensive system of post-primary education open to all the children of the community, combining instruction in academic and practical subjects, and ongoing education for persons living at or near Moyne in the County of Longford and generally for the purpose of contributing towards the spiritual, moral, mental and physical well-being and development of the said Community: the School shall be maintained in or near the townland of the aforesaid.

Our Mission Statement

Moyne Community School offers an holistic education, upholding the Christian values and traditions of the communities from which the school evolved. We are committed to enabling

students and staff to develop their full potential within the school's formal and informal curriculum, in a friendly, safe and caring environment

Moyne Community school is a co-educational multi-denominational post-primary school under the joint patronage of Bishop of Ardagh and Clonmacnois and Chief Executive LWETB.

Community Schools provide a comprehensive system of post-primary education open to all the children of the local community. An innovative approach to delivery of a wide-ranging curriculum contributes to the spiritual, moral, mental, physical and social well-being of students within their community. Community Schools may also provide for life-long learning within their local community through the provision of adult education programmes.

Our school was established under the Deed of Trust and opened on 1974 through the amalgamation of the Latin School in Moyne and Ballinamuck Vocational School. The values of LWETB as a multi-denominational State Body and the inherited traditions, Christian values and founding intentions of the Bishop of Ardagh and Clonmacnois are enshrined in the characteristic spirit and in the life of our school and are respected and cherished.

The core values of Moyne Community School are care, respect, community, inclusion, equality, justice and fairness. These values combine to provide and support an atmosphere which is conducive to excellence in teaching and learning. We endeavour to assist each student to reach his/ her full potential in a calm, caring and creative environment.

Our values are reflected in how we live as a school community. The unique and intrinsic value of each member of the school community is recognised and respected. All are treated equally, regardless of race, gender, religion/belief, age, family status, marital status, civil status, membership of the Traveller community, sexual orientation, ability, disability or socio-economic status. All students are given equal opportunity for enrolment, in line with the Education (Admissions to School) Act (2018) construed in accordance with section 3 of the Equal Status Act 2000. Once enrolled, Moyne Community School provides all our students with equal opportunities to engage with the curriculum, school life and the local community.

Moyne Community School provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. We strive to enable every student to realise their full potential regardless of any aspect of their identity, culture or background. Our school promotes a fully inclusive education which recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded and responsible citizens with a strong sense of shared values with a view to contributing to a just and fairer society.

Our school is multi-denominational where we welcome, respect and support students of all religions and beliefs. The provision of religious education, religious worship and the work of the Chaplain all combine to reflect the founding intention of the school, the school's mission statement and the needs of the students within the school. The characteristic spirit of the

school finds practical expression through the provision of pastoral, liturgical and social outreach activities, as appropriate, for each student.

In Moyne Community School we celebrate the partnership, collaboration and empathy which nurtures and develops our young people in a community where the essence of our ethos is care and respect for self, others and our environment.

The school has always been renowned for its warm friendly atmosphere, based on a relationship of mutual respect between teachers and pupils

3. Admission Statement

Moyne Community School 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 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. However, where the school provides education exclusively for a category or categories of special educational need(s) in a Special Class, it is not discriminatory to refuse to admit to that class a Student who does not have the specified special educational need(s)

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.

- Moyne Community 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.
- Moyne Community 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.
- Moyne Community School is a school which has established a class, with the approval of the Minister for Education, 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

Moyne Community School with the approval of the Minister for Education and Skills, has established a special class - Clann Hazel - attached to the mainstream school to provide an education exclusively for students with Autism/Autistic Spectrum disorders.

All applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the established DES criteria of DSM-IV or DSM-V or ICD-10. All applications must be accompanied by an assessment recommending the applicant as suitable.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

The special class in Moyne Community School provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

Applicants applying for a place in the special class must submit with their application a copy of an educational/clinical psychologist report or psychiatrist report that clearly specifies a diagnosis of Autism and recommends the student as suitable/eligible for a placement in an ASD Classroom. In addition, a report should be submitted by the applicants SENO.

6. 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:

1. Students who live within the eligibility distance threshold and students who are entitled to school transport through Bus Eireann or its agents.
2. Students from primary schools who have traditionally been feeder schools to Moyne CS (see appendix A).
3. Siblings of existing pupils.
4. Children of members of all staff to a maximum level of 25%.

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:

A lottery to select order of priority will be held. All names will be placed in the lottery with the first draw being place first in order of merit and so on.

Parents/guardians of those pupils in the lottery will be invited to attend and the Board of Management will appoint an appropriate neutral person to oversee the process

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
- (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 attending or having previously attended the school;
other than siblings of a student attending the school or children of staff members
- (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.

8. Decisions on applications

All decisions on applications for admission to Moyne Community 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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.

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 (see [section 18](#) below for further details).

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

In accepting an offer of admission from Moyne Community 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 Moyne Community School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

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.

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 Moyne Community 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 Moyne Community 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.

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.

For clarity, if a place becomes available in a given mainstream class group, before that place is offered to a Student on the waiting list for that mainstream year group, the waiting list for the Special Class shall be reviewed and if there is a place available in the Special Class and there is a Student on the waiting list who would be able to take-up the place due to the available place in the given mainstream year group, that Student will be offered the place in the Special Class (thereby removing the place in the mainstream year group). This is in the interest of ensuring that the scarce resources of the Special Class are never under-utilised

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.

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, after the commencement of the school year in which admission is sought, are as follows:

Student must complete the application form as outlined above. All conditions for application as stated above in this policy shall equally apply.

Applications must be accompanied by original Birth Certificate (Long version) and a recent passport size photograph signed on the back by the student. Birth Certs will be copied and returned to parents/guardians.

Following an offer and acceptance of a place in Moyne Community School the Education Welfare Act 2000 promotes the exchange of full information between schools in respect of transfer pupils and this condition shall apply to all transfer pupils to Moyne Community School

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

The Board of Moyne Community School 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.

17. Arrangements regarding students not attending religious instruction

Moyne Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and

encourages respect for all members of our school communities. In addition, religious education supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between 'religious education' and 'religious instruction':

- Religious education is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.

- Religious instruction is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

Moyne Community School, as a multi-denominational school supports the provision of religious education that caters for all students regardless of their religious or non-religious beliefs and therefore does not provide religious instruction in one particular religion or belief.

However, as per Section 30(2)(e) of the Education Act (1998), Moyne Community School recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any subject contrary to their conscience, including religious education.

Parents or students over the age of 18 who wish to opt-out of religious education must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of religious education, the school will facilitate this in the following way

- Pupils may remain in the classroom or be moved to an alternative room to carry out other work during these timetabled period. Pupils must remain in a supervised setting at all times.

Moyne Community School from time to time will observe religious ceremonies, in line with the Christian ethos which was fundamental to the founding of the school. Again, Moyne Community School recognises the right of parents, or students over the age of 18, attending publicly-funded schools to withdraw from any ceremony contrary to their conscience, including religious ceremonies.

Parents or students over the age of 18 who wish to opt-out of religious services/ceremonies must make a written submission to the principal in the first instance. The submission should outline reasons why the opt-out is being requested. The principal will then arrange to meet with the parent(s) or student over the age of 18 to discuss the request. If after that meeting the parent or student over the age of 18 still wishes to opt out of religious education, the school will facilitate this in the following way

- By ensuring students are not withdrawn from classes for ceremonies
- Provision of supervised study for students for the duration of ceremonies

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.

This policy was adopted by the Board of Management on 26th September 2023

Chairperson: Susan Murphy

Secretary; Des Cullen

Appendix A Feeder School

The following schools have traditionally served a schools from which our pupils intake has come from

07518E	S N Cnoc An Mharcaigh	Cnoc An Mharcaigh Longford
12736S	Naomh Guasachta N S	Bunlahy Ballinalee Co Longford
13203L	St Patricks Mxd N S	Gowna Co Cavan
15960P	Gortletteragh Central	Fornocht Cara Droma Ruisc Co Leitrim
16316Q	St Marys N S	Arva Co Cavan
16665S	St Marys Mixed N S	Drumlish Longford Co Longford
16767D	Cornea	Cornea, Cavan
17561L	Samhthann N S	Ballinalee Longford Co Longford
19279F	S N Naomh Treasa	Clontumper Ballinalee Co Longford
19296F	S N Naomh Colmcille	Aughnaccliffe Co Longford
19353O	St Patricks Ns Longford	Dromard Moyne County Longford
19363R	Mullahoran Central N S	Kilcogy Via Longford Co Cavan
19753H	St Emer's National School	Ballinalee Road
19975C	St Patricks	Ballinamuck Co Longford
19987J	Scoil Mhuire N S	Newtownforbes Co Longford

Enrolment to Special ASD Class – Clann Hazel

All applications for enrolment in the ASD Class will be considered within the context of the school's Admission Policy. Where the number of applicants exceeds the places available, priority will be given in the following order:

- Current students enrolled in the school who receive a diagnosis and recommendation
- Siblings of current students in Moyne CS who apply and meet the criteria for admission

- Students 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.
- Other students from primary schools who have traditionally been feeder schools to Moyne CS (see appendix A above) and have been attending special classes in those schools
- Applicants not attending the above named feeder schools but for whom Clann Hazel would be nearest to their home residence.

Parents should note that where the number of applicants at any stage of the criteria numbered above exceeds the number of spaces available within that criterion, then the date of birth of the applicant will be considered with priority being given to the oldest applicant and continuing thus forth until all places are filled. If two or more applicants share the same date of birth, then places will be allocated by lottery