

**Checklist to accompany the submission of Schools's Admission Policy to the Patron for Approval prior to the opening of the admissions process in October 2025**

**(for schools that have a Special Class)**

1. The Board of Management has updated the eligibility criteria section to reflect the addition of the NCSE Letter as detailed below

Children and young people are eligible for enrolment in a special class for *(insert category of special educational need e.g. autism)* 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

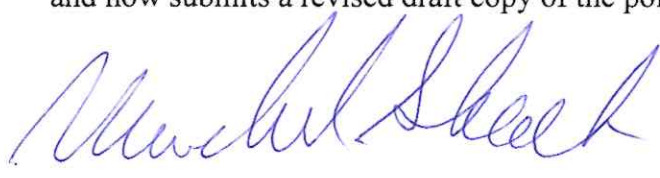
AND

- 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 *(insert category of special educational need e.g. autism)*

2. The Board of Management has removed from its Admissions Policy and enrolment form the following clauses which could prevent autistic children with significant levels of need from accessing a place in a special class

|                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reference to category of learning disability as a criterion for enrolment</b>                                                                              |
| <b>A child's ability to participate in a mainstream class</b>                                                                                                 |
| <b>Preventing children with a recommendation for placement in a special class <u>or</u> a special school from accessing a special class place</b>             |
| <b>A prospective student's potential behaviour</b>                                                                                                            |
| <b>Additional requests for reports and documentation over and above a diagnosis and professional reports confirming eligibility for the special class and</b> |
| <b>Admission to the special class being contingent on resources.</b>                                                                                          |

The Board of Management of [Insert School Name and Roll number here], which has a Special Class, confirms that the above amendments have been made to our Admissions Policy and now submits a revised draft copy of the policy to the Patron for approval.



**Chairperson of the Board of Management (Signature)**



**Date**

Ballysimon,  
Co. Limerick.  
Tel: 061 351020.  
Email: [bohermorens.ballysimon@gmail.com](mailto:bohermorens.ballysimon@gmail.com)

Principal: Ciara Sheehy

Bohermore N.S.

Admission Policy

## Admission Policy of Bohermore N.5.

School Address: Ballysimon, Co. Limerick

School Website: N/A

Roll number: 08342V

School Patron: Archbishop Kieran O'Reilly

### 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 20<sup>th</sup> November 2020. It will be published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for Bohermore N.S. admission process are set out in the school's annual admission notice which is published annually 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 to the local preschool and at the school entrances, to notify parents that the school is accepting enrolment application for the coming year.

The enrolment process is by written application only should be returned by 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 on request to any person who requests it.

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

**Bohermore N.S.** is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Cashel and Emly, Kieran O'Reilly.

"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:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and

- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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 **Bohermore N.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**

Bohermore N.S. strives to provide a safe and happy place where each child is nurtured and valued in an atmosphere of fairness, respect and tolerance.

We endeavour to provide a caring environment where management, staff and parents work in partnership through mutual respect to develop the academic, emotional, social, physical and spiritual potential of each child according to his/her abilities/skills and talents.

We cherish and foster positive, cooperative relationships between teachers, staff, pupils, parents and the wider community.

We aim to foster the Christian values of respect, honesty, courtesy, responsibility, tolerance and consideration of others.

We value and encourage good parental communication and involvement, based on mutual trust and understanding.

We encourage equality of participation in all school activities.

We support the on-going professional development of management and staff.

### **3. Admission Statement**

**Bohermore N.S.** 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

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.

**Bohermore N.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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

**Schools with special education classes**

**Bohermore N.S.** is a school which has established 4 classes, with the approval of the Minister for Education and Youth, which provides an education exclusively for students with autistic spectrum disorder (ASD) 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**

**Bohermore N.S.** with the approval of the Minister for Education and Youth, has established 4 classes to provide an education exclusively for students with autistic spectrum disorder (ASD).

**Eligibility Criteria requirements**

*Children and young people are eligible for enrolment in a special class for Autism 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.*

The maximum class size is 6 pupils.

Our ASD classes, offers an autism specific learning environment within a mainstream co-educational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD classes.

## Enrolment Procedure (Updated in line with Circular 0039/2025)

To begin the registration process for the ASD Special Class, **parents/guardians must first apply directly to their Special Educational Needs Organiser (SENO) by 1 October of the school year prior to enrolment.** This is a requirement of **Circular 0039/2025** issued by the Department of Education and Youth.

This application to the SENO must include a professional diagnostic report and a clear recommendation for a special class setting, in line with the NCSE's criteria. Applications made after this date may not be included in the NCSE's forward planning and sanctioning process for special class placements.

Once a child is confirmed by the NCSE as eligible and recommended for a special class, parents may then apply directly to Bohermore National School for admission to the ASD Class.

Requests for Enrolment Application Forms for the ASD Class, and queries regarding supporting documentation, should be directed to:

**The Principal: Ciara Sheehy**  
Bohermore National School  
Ballysimon, Co. Limerick  
**Tel:** 061 351020  
**Email:** principal@bohermorens.ie

## Application Requirements

A fully completed Bohermore N.S. Enrolment Application Form for the ASD Class must be submitted along with the following supporting documentation:

1. A professional diagnostic report stating a diagnosis of Autism in accordance with DSM IV/V or ICD 10/11, from a psychologist, psychiatrist, or multi-disciplinary team.  
*AND*
2. A detailed report demonstrating an understanding of the complexity of the child's overall needs, as evidenced in the professional report(s).  
*AND*
3. A clear professional recommendation indicating that a special class placement in a mainstream primary school is the most suitable educational setting for the child, including the rationale for that recommendation.  
*AND*
4. A letter from the NCSE, confirming that:
  - The child is known to the NCSE, and
  - The child has a diagnosis of Autism, and
  - There is a recommendation for enrolment in a special class for Autism.

## Important Notes

- The closing date for school applications will be published each year in the Annual Admission Notice.
- Incomplete applications (i.e. missing any of the above documentation) will not be considered.

- A **letter of recommendation from the NCSE is mandatory** and must accompany all applications.

#### **Decision Process**

- All fully completed applications received by the closing date will be reviewed by the Principal and Board of Management
- The school may seek advice from the NEPS psychologist to assist in decision-making.
- The Principal will make the final decision on each application.

NOTE: The receipt of the enrolment application forms, letter from the NCSE psychological report and written recommendation is not a guarantee of enrolment. It is simply the recording of an application for admission to our school.



Before allocating places the principal will:

Verify that the child is 4 years old on or before August 31st on the year of enrolment

Places will be allocated in the ASD class in accordance with the following criteria and in the following order:

Pupils currently enrolled in our mainstream school and seeking to transfer to

the ASD class. Applicants with siblings currently enrolled in the school

(including stepsiblings, resident at the same address), priority eldest.

Children living within the Bohermore/Ballybricken parish, priority

eldest. Children of past pupils living locally, priority

eldest. (Subject to a 25% capping) Children currently enrolled in

another local mainstream school, priority eldest.

If spaces are still available, places will be allocated randomly, once an

assessment has been made by the Principal and S.E.N. Co-ordinator.

Transfers

Pupils may transfer to the ASD class during the school year subject to

availability of places. Pupils transferring must enter the same class level that

they are leaving, and have the necessary diagnosis and recommendations as

outlined above.

## 5. Admission of Students

The Board of Management of Bohermore National School will have regard for relevant Department of Education and Youth Guidelines in relation to class size and staffing provision 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 Department of Education and Youth Rules for National Schools which provides 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 enroll in Bohermore National School must have reached the age of 4 years by August 31st of the year they will commence school.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the Department of Education and Youth Guidelines in relation to class size and staffing provision.

This school shall admit each student seeking admission except where -

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

Bohermore N.S. is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is

essential to maintain the ethos of the school.

***The inclusion of the above wording was mandated by the Education  
(Admission to Schools) Act 2018.***

## 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. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest;*
4. *Random selection (independently verified).*

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 by Principal and 2 members of staff).

## 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 nafonraf, 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; (other than in relation to a fee charging school or a pre or further education and training course run by a school in respect of those courses)
- (c) 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 and/or
  - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

(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, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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 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.

## 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 **Bohermore N.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.

#### 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 **Bohermore N.S.** 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.

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 **Bohermore N.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 **Bohermore N.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.

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 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:

*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.*

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:

*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 **Bohermore N.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 **Bohermore N.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.*

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

The board of **Bohermore N.S.** 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

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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 parents/guardians 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 298 of the Education Act 1998 which are published on the website of the Department of Education and Youth.

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 parents/guardians 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 298 of the Education Act 1998 which are published on the website of the Department of Education and Youth.

The policy was ratified by the Board of Management of **Bohermore N.S.** on

Signed: \_\_\_\_\_ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Ballysimon,  
Co. Limerick.  
Tel: 061 351020.  
Email: [bohermorens.ballysimon@gmail.com](mailto:bohermorens.ballysimon@gmail.com)

Principal: Ciara Sheehy

Bohermore N.S.

Admission Policy