

# Preparing the Admission policy

## Checklist



The following checklist is designed as an aid to preparing the admission policy and is not intended as an exhaustive list of the issues to be considered by a board. It should be read in conjunction with the template admission policy provided by the DES to ensure the policy meets all of the requirements of the legislation.

Section	Requirement	Activity	Yes/No
	Identifying details	Has the school's name, address, roll number and patron of the school been inserted?	
1	Introduction	Can the board confirm that it consulted with the patron, the staff of the school and parents of current pupils in the preparation of the policy? If applicable, has the board included the date of ratification? Has the board included information about where and how the application form for admission can be obtained?	
2	Characteristic spirit and general objectives of the school	Has a piece about the characteristic spirit and general objectives been included? ( <i>This may already be in the current enrolment policy, school's mission statement, plean scoile or other relevant documentation</i> ).	
3	Admission statement	Has the admission statement, as per the template and requirement of the Act, been included? Is the board satisfied that the admission statement includes additional information which is applicable to the school? For example: Is it a school that admits students of one gender only? Is it a denominational school? Does it cater for a specific category of special needs?	
4	Categories of special educational needs catered for in the school	Does the school cater for a category or categories of SEN in the school/class concerned? If so, have these been specified and included?	
5	Admission of students	Does the policy contain a statement that the school shall admit all students? Has the policy included and retained the additional statement(s) which are applicable? <i>For example: A school that admits students of one gender only.</i>	
6	Oversubscription criteria	Has the board inserted the selection criteria, even if the school does not anticipate being oversubscribed, and the order in which it will be applied in the event that the school is oversubscribed?	



		<p>Some sample criteria which schools use to prioritise applicants are:</p> <ul style="list-style-type: none"> <li>• Siblings of children in the school</li> <li>• Children from a particular catchment area/parish area/proximity to the school</li> <li>• Age</li> <li>• Children from certain feeder schools</li> <li>• Children of current staff</li> <li>• Other e.g. children of neighbouring parishes</li> </ul> <p>It is a matter for each individual school to decide the sequence by which the criteria will be applied.</p>	
7	What will not be considered or taken in to account	Has the board included the statement at points (a) to (g) in the template regarding what it will not consider or take into account when deciding on applications for admission or when placing a student on a waiting list for admission to the school?	
8	Decisions on applications	<p>Does the policy contain information regarding how decisions on admission will be made and what they will be based on?</p> <p>Does the policy contain a statement that selection criteria which are not included will not be used to make a decision on an application for a place?</p>	
9	Notifying applicants of decisions	<p>Has the policy included information about when and how applicants will be information regarding the decision?</p> <p>Does the policy contain a statement that the applicant will be advised of their right to review/appeal if unsuccessful? (<i>See Section 18</i>)</p>	
10	Acceptance of an offer of a place by an applicant	Does the policy contain information regarding the acceptance of an offer by an applicant?	
11	Circumstances in which offers may not be made or may be withdrawn	Have the circumstances by which an offer may be withdrawn been included in the policy?	
12	Sharing of data with other schools	Does the policy include the statement about the sharing of data with other schools?	



13	Waiting list in the event of oversubscription	Has information been included how students will be placed on the waiting list and how it will operate?	
14	Late applications	Has the statement on late applications been included and how these will be dealt with by the board?	
15	Procedures for admission of students to other years and during the school year	<p>Does the policy contain the procedures for the admission of students who are not already admitted to the school to classes or years other than the school's intake group?</p> <p>Does the policy contain the procedures 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?</p> <p><i>(This may already be contained in the current enrolment policy)</i></p>	
16	Declaration in relation to the non-charging of fees	Does the policy contain the statement that the board will not make the application for admission or the continued admission/enrolment conditional on the payment of fees or contributions?	
17	Arrangements regarding students not attending religious instruction	<p>Have the arrangements regarding students not attending religious instruction been included in the policy?</p> <p>A statement regarding engagement with parents may be included.</p>	
18	Review/appeals	<p>Does the policy include information which advises applicants of their right to seek a review of the board's decision in circumstances where admission has been refused?</p> <p>Does the policy include information which advises applicants of the right to appeal in circumstances where admission has been refused?</p>	
19	Implementation and review	Has the board included the statement/information regarding implementing and reviewing the policy?	
20	Policy ratification	The (draft) policy will be required to be ratified by the board of management. Has this been recorded in the board meeting minutes?	