



Admission Policy of Coosan National School

School Address: Castlequarter, Coosan, Athlone, Co. Westmeath.

Roll number: 18864L

School Patron: Most Rev. Paul Connell, Bishop of Ardagh & Clonmacnoise.

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 17th November, 2021. The policy was amended during the school year 2025-2026 in line with guidance received from the relevant authorities and approved by the patron on 29th of January, 2026. 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 the Coosan National School 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

- Coosan National School is a Primary School under the patronage of the Roman Catholic Bishop of Ardagh & Clonmacnoise, Most Rev. Paul Connell, (which is established in connection with the Minister for Education)
- Coosan National School aims to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual. The school promotes a living relationship with God and with other people and promotes the formation of pupils in the Catholic faith.

3. Admission Statement

Coosan National 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

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.

Coosan 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.

Coosan 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.

Primary schools receiving applications from applicants of a minority religion
Coosan National School is a school whose objective is to provide education in an environment which promotes Catholic religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.
All denominational schools
Coosan 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 a Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.
Schools with special education class(es)
Coosan National School is a school which has established two classes, with the approval of the Minister for Education and Skills, 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

Coosan National School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE of the Department.

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

All denominational schools

Coosan National School is a Roman Catholic School and may refuse to admit as a student a person who is not of Roman Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special classes attached to Coosan National School provide an education exclusively for students with a diagnosis of ASD meeting the relevant criteria. 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 (please see below).

The Admission Application to our ASD Class(es) must be accompanied by **all** of the following supporting documentation supplied by parents/guardians:

Professional report(s) outlining:

- Diagnosis of Autism: DSM IV/V or ICD 10/11 – this is a psychologist, psychiatrist, multidisciplinary report.
- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports.
- Given the severity or complexity of the child's support needs, a clear professional recommendation and rationale as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

- 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 parents/guardians of any child who is currently enrolled in a mainstream class in Coosan National School, who, either has a diagnosis or subsequently attains a diagnosis of Autism, following their admission to mainstream, may make an application to the school authorities, for their child to be given a place in the ASD unit. All supporting documentation as outlined in the previous clauses of this section must be submitted with any application. The awarding of a place in the ASD unit will be dependent on the documentation meeting the criteria as outlined above and the availability of a place in the unit at the time of the application. Applications from children currently enrolled in the school will have precedence over external applications if all criteria are satisfied. In the event of a place not being available, a waiting list will be compiled.
- In the event that there are more than one such admission applications the school's decisions on the applications will be guided by and comply with section 6 of the school's Admissions Policy.

If our ASD Classes are oversubscribed, please see Section 6 below for further details

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

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:

Selection Criteria:

1.	Children resident in townlands/housing developments within a radius of 1.2km (as per appendix A) of the school (as measured by ordnance survey map), plus children whose nearest school is Coosan National School in order of age (from oldest to youngest), with priority given to the eldest.
2.	Brothers and sisters (including step-siblings, resident at the same address) of children currently enrolled in the school, in order of age (from oldest to youngest), with priority given to the eldest.
3.	Children of staff in order of age (from oldest to youngest), with priority given to the eldest
4.	Children whose home address is closest to the school, outside the 1.2km radius (as measured by ordnance survey map).
5.	Children already enrolled in mainstream, in Coosan National School who make an application for admission to the school's ASD unit, will be given precedence over external applications.

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:

For admissions to Junior Infant classes in the scenario where the school is oversubscribed, the Board of Management will apply the four selection criteria above, in the order of priority in which they are listed and in the event of a tie for the final place the Board of Management will then determine the access to the final place by choosing the eldest of the tied applicants.

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 preschool or preschool service, including naíonraí,
- (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/guardians;
- (e) a requirement that a student, or his or her parents/guardians, 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;
- (g) the date and time on which an application for admission was received by the school,
- (h) 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 Coosan 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 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 Coosan 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 are 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 Coosan National 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/guardian 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 Coosan 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 Coosan 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.

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.

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:

- Pupils are enrolled if there is space in that standard i.e. if the number of pupils in a class in that standard does not exceed the pupil teacher ratio.

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:

- Pupils are accepted at the start of a term/half term, provided the pupil teacher ratio has not been passed. The ratio is 6:1 in our ASD class.

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

The Board of Coosan National School or any persons acting on its behalf will not charge fees for or seek payment or contributions 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

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

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who 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:

- With parental permission the child may remain in the classroom doing work assigned while the other pupils receive religious instruction

or

- The parent withdraws the pupil from the school for the duration of the religious instruction and returns with the pupil on completion of the religious instruction.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent/guardian 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/guardian 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 to 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 ratified by the staff on 8th November 2021.

This policy was ratified by the Board of Management on 10th November, 2021.

This policy was reviewed by the Board of Management on 25th of January, 2022

This policy was reviewed by the Board of Management on 25th of January, 2023

This policy was reviewed by the Board of Management on 31st of January, 2024

This policy was reviewed by the Board of Management on 30th of January 2025

This policy was reviewed by the Board of Management on 29th of January 2026

Appendix A.

The following list of addresses are within a radius of 1.2km of Coosan National School.

Castlequarter
Churchfields
Church Hills Crescent, Road
Clonbrusk West
Cluan Eala
Coosan Heath
Coosan Point
Coosan Point Road
Creaghduff
Garnaféile
Glenatore
Hazelwood
Hillquarter
Meehanquarter
Rindoon Park
Shancurragh
The Beeches
Tullin