

Scoil Náisiúnta Chuilinn Uí Chaoimh, Mullachrua,

Cuilinn Uí Chaoimh, Magh Ealla Co.Chorcaí.

Cullen NS, Mullaghroe, Cullen, Mallow Co.Cork. P51TK70 DE Roll No.17171V

Tel: 029 79201

Charity Regulatory Authority Registered Number 20113407



Príomhoide: Eibhlín Ní Mhathúna

Leas-Phríomhoide: Gráinne Ní Dhuinnín

AP2 Príomhoide Cúnta: Eibhlín Ní Chróinín

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www.cullenns.ie

Admission Policy of Cullen NS. 2025/2026

[Mandatory]

DE Roll Number: 17171V

School Patron: Dr.Ray Browne, Bishop of Kerry

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 Cullen NS has consulted with school staff, the school patron and with parents of pupils attending the school.

The policy was approved by the school patron on 12/10/20. It is published on the school's website www.cullenns.ie and will be made available in hardcopy, on request, to any person who requests it. It is emailed to all parents, staff, Board members, Chairperson and Parents' Association.

The relevant dates and timelines for Cullen N.S.'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 Cullen NS

Cullen N.S is a Catholic co-educational primary school with a Catholic ethos under the patronage of Dr.Ray Browne, Bishop of Kerry.

"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:

- the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- including the intellectual, physical, cultural, moral and spiritual aspects; and
- a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- 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 **Section 15(2)(b) of The Education Act, 1998**, the Board of Management of Cullen 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.

Cullen N.S.'s Mission Statement

In Cullen N.S., we wish to create a nurturing co-educational environment based on Catholic values. We welcome pupils from all nationalities. All our pupils are encouraged to develop to their full potential and gifts: academic, social, creative, spiritual, moral and cultural.

It is an all inclusive school where everyone belongs, where diversity is celebrated while developing the individual's self respect and respect for others. It is a school where successes are acknowledged and where mistakes are seen not as failures but as learning opportunities.

The school values the contribution of all: the pupils, the teachers, the parents and the wider community. Our pupils are encouraged to value their role in their local, national, European and global community.

3. Admission Statement

Cullen N.S. will not discriminate in its admission of a pupil to the school on any of the following:

- the gender ground of the pupil or the applicant in respect of the pupil concerned,
- the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- the family status ground of the pupil or the applicant in respect of the pupil concerned,
- the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- the religion ground of the pupil or the applicant in respect of the pupil concerned,
- the disability ground of the pupil or the applicant in respect of the pupil concerned,
- the ground of race of the pupil or the applicant in respect of the pupil concerned,
- the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- the ground that the pupil or the applicant in respect of the pupil 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**.

All denominational schools

Cullen 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 pupil a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Cullen NS, currently, does not have an established class, providing an education exclusively for pupils with a category or categories of special educational needs.

4. Categories of Special Educational Needs catered for in the school/ future special class

Mainstream school with a possible SEN class attached

Cullen NS, currently, does not have an established class, providing an education exclusively for pupils with a category or categories of special educational needs.

5. Admission of Pupils

Cullen NS shall admit each pupil seeking admission except where -

- a. the school is oversubscribed (please see Section 6 below for further details)
- b. a parent of a pupil, 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 Cullen NS is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the pupil.

All denominational schools Cullen N.S is a Catholic school and may refuse to admit as a pupil a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

In the event that Cullen NS 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 pupils 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:

- Priority to eldest with the above criteria

6. 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 pupil on a waiting list for admission to the school:

- (a) a pupil's prior attendance at a pre-school or pre-school service, including naíonraí,
 - (b) the payment of fees or contributions (howsoever described) to the school;
 - (c) a pupil's academic ability, skills or aptitude;
 - (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents.
 - (e) a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
 - (f) a pupil'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 pupil attending or having attended the school and/or
 - (2) parents or grandparents of a pupil 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.

7. Decisions on Applications

All decisions on applications for admission to Cullen N.S. 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.

8. 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 pupil 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 pupil's ranking against the selection criteria and details of the pupil'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).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Cullen 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.

10. 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 Cullen N.S. where -

- it is established that information contained in the application is false or misleading.
- 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.
- the parent of a pupil, 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10

11. 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 pupils.

Section 66 (6) allows a school to provide a patron of another Board of Management with a list of the pupils in relation to whom –

- An application for admission to the school has been received
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any of all of the following:

- The date on which an application for admission was received by the school;
- The date on which an offer of admission was made by the school;
- The date on which an offer of admission was accepted by an applicant;
- A pupil's personal details including his or her name, address, date of birth and personal public service number PPSN
(within the meaning of **Section 262 of the Social Welfare Consolidation Act 2005**).

12. 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 pupils whose applications for admission to Cullen 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.

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.

Placement on the waiting list of Cullen N.S. is in the order of priority assigned to the pupils' 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

13. 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 a 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.

14. Procedures for admission of pupils to other years and during the school year

The procedures of the school in relation to the admission of pupils 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 pupils 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 Cullen NS 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 Cullen NS is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this Admission Policy.

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

This rule applies to all schools.

The Board of Cullen 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-

- an application for admission of a pupil to the school, or
- the admission or continued enrolment of a pupil in the school.

16. Arrangements regarding Pupils 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 pupils, where the parent(s)/guardian(s) have requested that the pupil 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 pupils:

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 pupil, to discuss how the request may be accommodated by the school.

17. Reviews/Appeals

Review of Decisions by the Board of Management

The parent of the pupil, or in the case of a pupil who has reached the age of 18 years, the pupil, 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 (DE).

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 pupil, or in the case of a pupil who has reached the age of 18 years, the pupil, 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.

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.

The contents of this Admissions Policy have been approved by St. Senan's Education Office acting on behalf of the Patron Dr. Ray Browne, Bishop of Kerry.

This Admissions Policy was reviewed by the Board of Management of Cullen NS at Board of Management Meeting 1 of 5 of the academic year 2025/2026 on: 28/8/25

Signed: *Canon John Fitzgerald P.P.* _____

Chairperson, for and on behalf of the Board of Management Cullen NS.

Date: _____

Signed: *Eibhlín Ní Mhathúina* _____

Principal / Secretary to the Board of Management Cullen NS. Date: _____

This Admission Policy will be reviewed on 1/9/26 (the start of the next academic year).

Appendix 1 Enrolment Application Form 2025 2026

Appendix 2 Enrolment Registration Form 2025 2026

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Admission Policy of Cullen National School

APPENDIX 1

Enrolment Application Form 2025/2026

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides):

Name and class of Sibling(s) currently enrolled:

Parish in which the applicant resides

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address:

Home Tel. _____ Mobile _____ Email _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address:

Home Tel _____ Mobile _____ Email _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed Enrolment Application Forms must be returned to **Cullen National School** no later than Monday, 9th February 2026 / 9th February in the year of enrolling.

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APPENDIX 2

ENROLMENT REGISTRATION FORM 2025/2026 Scoil Náisiúnta Chuilinn Uí Chaoimh

This form should be used to obtain:

- SEN information
- Emergency Contact details
- Medical details
- Birth / Baptismal Certificates
- Guardianship / custody / access arrangements (please refer to the guardianship information sheet that can be found in the resources section of www.stsenansed.ie)
- Other information sought by Cullen NS

Enrolment Registration Form

Section 1:

Since September 2014, all schools are required to enter the data in Section 1 of this form onto the Primary Online Database [P.O.D.].

A full outline of the data requested, the reasons for collecting each piece of data, and how the data will be used, accessed, stored, shared and retained is given in the P.O.D.

Fair Processing Notice available on the P.O.D. area of the Department's website.

Childs' Details:

Child's First Name:

First Name as on Birth Certificate (if different from above)

Child's Surname:

Surname as on Birth Certificate (if different from above)

Date of Birth: Gender:

Please attach a copy of your child's Birth Certificate

Nationality:

Child's Personal Public Services Number (PPSN):

.....

Address (at which child resides):

.....

.....

Eircode:

Mother's Details:

Name:

Maiden Name:

Occupation:

Mobile:

Work:

Landline:

Nationality:

Email address:

Language spoken at Home:

Father's Details:

Name:

Occupation:

Mobile:

Work:

Landline:

Nationality:

Email address:

Language spoken at Home:

Religion:

What is your Child's religion?

Place of Baptism (if applicable)

Please provide a copy of your child's Baptismal Certificate

I consent / I do not consent (delete as appropriate) for the information regarding my child to be stored on the Primary Online Database (P.O.D.) and transferred to the Department of Education and any other primary school my child may transfer to during the course of their time in primary school.

Signature of Parent / Guardian: _____

Section 2:

(The following information is for *school use only*)

Number of children in the family:

Place in the family:

Has your child attended pre-school?

If so, where?

Is your child right handed or left handed?

Name and telephone numbers of contact persons in the event of an emergency:

(If you wish to add more, please feel free to do so, on the end of this sheet)

Name: Number:

Relationship to the Child:

Name: Number:

Relationship to the Child:

Name: Number:

Relationship to the Child:

Family Doctor: Name:

Address:

Telephone Number:

Do the school have permission to bring your child to the doctor or hospital in the case of an emergency?

Yes: No:

Name of person (other than parents) who have permission to collect your child from school:

Please inform the school of any changes

Any allergy or illness including hearing, sight, physical or any other additional / special needs:

Please speak to the Principal / Class teacher if any special provisions are to be made for children with additional / special educational needs before entry to school

Please provide reports and attendance from former schools (where applicable)

Has your child ever had a psychological assessment?

(If yes, please provide a copy to the school)

Has your child ever received a speech and language report?

(If yes, please provide a copy to the school)

During your child's time in our school, it may be necessary to carry out diagnostic testing on an individual basis in order to help them in their educational development.

I/We give permission for any necessary diagnostic tests to be carried out on our child.

Parent's Signature:

I/We give permission for family details to be given to the H.S.E.(School Nurse, Dentist) Parent's Signature:

Declaration: I/We declare that all the information provided by us on this form is correct. We understand that it will be treated confidentially.

Parent's Signature:

Parent's Signature:

Section 3:

This section is to be completed if you are applying for your child to be transferred from another school.

Name of school your child is currently attending:

Address of school:

Phone number of school:

Principal:

Class your child is currently in:

Name of Class Teacher:

Reason for applying for Transfer:

Section 4:

School Social Media/Website Picture & Video Permission Form

Please fill out and sign the appropriate statement (a or b) to either give or to decline permission to use pictures/videos of your child(ren) on the school website, social media and remote learning accounts.

*Pictures / Videos may include school / class project work, art work, sport & activities, competitions, awards, plays etc.

A) To GRANT permission to use your child(ren)'s pictures/ videos:

I _____ (print your name) **GRANT** permission for Cullen National School to use pictures/videos of my child(ren)

(print children's name) on the school social media account(s), remote learning accounts and school website.

Signed: _____

Date: _____

B) To REFUSE to grant permission to use your child(ren)'s pictures/ videos:

I _____ (print your name) **REFUSE** to grant permission for Cullen National School to use pictures/videos of my child(ren)

(print children's name) on the school social media account(s), remote learning accounts and school website.

I state that I have the right to refuse this permission as I am the child's parent or legal guardian.

Signed: _____

Date: _____

Parents/Custodian/Legal Guardian's Occupations and Place of Work:

Name of person who has permission to collect your child during school hours:

.....Phone No.....

In an emergency, if parents are unavailable, please give Name and Tel.no. of Person to contact:

'Text-a-Parent'/What's App Mobile No:.....(Please give one number only)

Number of Children in Family:

Place in Family:.....

Do you know your child's dominant hand (left / right)?

Has your child attended a Play-group? Yes () No ()

If yes, please give name of Play-group:.....

Name and address of Primary School previously attended:.....

We, the parents give permission for our child to attend school tours, local educational visits/field trips and participate in school activities (eg. Matches, Quizzes, Concerts, etc.)

Yes () No ()

Do you agree to have your child treated by school staff for minor scratches and bruises?

Yes () No ()

Do you give permission to take the child straight to the doctor/hospital in case of serious illness or accident if above person or parents cannot be contacted? Yes () No ()

Name of Family Doctor:.....

Tel.No. of Doctor:.....

Do you have a Medical Card? Yes () No ()

We, the parent(s) or guardian(s) of give the Principal, or teacher in charge at the time, permission to bring him/her to a doctor or hospital should he/she judge it to be in the best interests of our child, and having tried, but failed to contact us.

We understand that the school will try to contact our family doctor first, but if he/she is unavailable, we understand that they will contact the Doctor on duty at the time or the nearest doctor available.

The school has an Intimate Care Policy (available on request). I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Cullen N.S.

(Please tick) Yes () No ()

List any problems your child may have in relation to health:

(allergies, epilepsy, asthma, sight, hearing, speech, fainting, other)

.....

Does your child have any special educational needs?

The Stay Safe Programme www.staysafe.ie will be part of the Primary School Curriculum for pupils from Junior Infants to 6th Class.

If you do not wish your child to take part in this programme, please notify the Principal in writing.

As part of school activities, your child's photograph will occasionally be taken for displays, newspapers, Cullen NS seasonal Newsletter.

Please inform the Principal in writing, if you do not wish your child to be photographed or videoed.

The school should be given a copy of any Court Order which affects the child's welfare and also the name of any person into whose custody the child should not be given. This Court Order should be accompanied by a solicitor's letter specifically instructing the school what to do / what not to do.)

We understand our obligation to inform the school of any changes that may occur to the information on this form.eg. home address, mobile phone numbers, new email addresses etc.

We understand by enrolling our child in this school, we accept the school's ethos and policies.

Cullen N.S.'s Code of Behaviour, Anti-Bullying and Internet Use Policies will be forwarded to you, upon your child's first day of enrolling in our school.

Signed: (Parent/Guardian) Date: