



Admission Policy



Tang N.S.

School Address: Tang, Ballymahon, Co. Longford.
N39H266

Roll No: 08037Q

School Patron: Most Reverend Tom Deenihan,
Bishop of the Diocese of Meath

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 the **29th of June, 2020, 5th December 2022, 19th March 2024, 11th June 2025**. 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 Tang 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 for admission form 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

Tang National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath.

"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, including the intellectual, physical, cultural, moral and spiritual aspects; and

- b) a living relationship with God and with other people; 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 Tang National School 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

We at Scoil Mhuire, Teanga strive to enable all children to develop to their full potential - intellectually, emotionally, physically, spiritually and socially by providing a happy, caring, stimulating environment promoting self-esteem and confidence and preparing them for life-long learning. We work in partnership with parents and the wider community in an atmosphere of mutual trust.

Our school vision, aims and objectives can be viewed on our school website at <https://www.tangns.ie/vision-aims-and-objectives.html>

3. Admission Statement

Tang 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.

Tang 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.

Tang 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.

All denominational schools

Tang 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

4. Admission of Students

This school shall admit each student seeking admission, that is at least four years of age before the first day of the academic year, except where –

- a) the school is oversubscribed (please see [section 5](#) 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

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

5. 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:

Criteria to be used:

| Priority | Criterion |
|-----------------|---|
| 1 | Priority is given to children who have siblings currently enrolled in the school. |

| | |
|---|--|
| | If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated. |
| 2 | <p>Children who reside in the townlands of: Annagh, Anneville, Aghanapisha, Ardnacraney, Ardnacraney North & South, Aughafin, , Bawn, Ballynalone, Brackagh, Rockland House, Cannestown, Canicestown, Canorstown. Carrick, Cartron, Cartroncollvin, Clogher, Clonkeen, Coolvin, Corbrack, Corlis, Creggy, Donamoney, Donamona, Doonis, Gortmore, Lisdisson, Lissaquill, Lissoy, Kippins, Kilcornan, Kilkenny West, Maghera, Maryrath, Nohaville, Noughaval, Nicholastown, Streamstown, Rathmore, Rathlower, Rathupper, The Pigeons, Tongalee, Tully, Tullyhumphrys. Darogue, Gurteen, Gurteenaclareen, Drumnacor, Barnacor, Shrule, Ledwithstown, Cloncullen, Keel, Creevghmore, Derry, Derrynagallagh, Edera, Deerpark.</p> <p>If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.</p> |
| 3 | <p>Children not in the above named categories.</p> <p>If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated.</p> |

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above after all has been applied (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

- If the applications within categories exceed the number of places available, **older children will have precedence.**
- If, in the event that one place is available and the next two children are twins; both will be taken.
- If during this selection process, two or more applicants from different families have the same date of birth and time of birth, the school will apply a random selection process to these applicants only, in order to establish to whom places in that category will be offered. This random selection process will be witnessed by the Board of Management.

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 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 naíonraí, 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;
- (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, in the case of the school being oversubscribed and using selection criteria based on (1) siblings of a student attending or having attended the school to allocate places at in the case of oversubscription.
- (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. There is no advantage if the enrolment forms are submitted on the first or last day of the specified enrolment period. Late applications will be considered when the school is **not** over subscribed and waiting lists are clear.

7. Decisions on applications

All decisions on applications for admission to Tang National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- The information provided by the applicant in the school's official pre-enrolment application form received during the period specified in our annual admission notice for receiving applications.

(Please see [section 13](#) below in relation to applications received outside of the admissions period and [section 14](#) below in relation to applications for places in years other than the current 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 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 17](#) below for further details).

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

In accepting an offer of admission from Tang National School, you must complete the long enrolment (post acceptance) form and indicate to the school —

(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.

(iii) whether or not you are accepting the offer of admission from Tang National School.

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 Tang 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 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 9](#) above.

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 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).

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 junior infant intake waiting list will be compiled. This will list students whose applications for admission to Tang National School were unsuccessful due to the school being oversubscribed in order of priority. The waiting list will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Tang 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.

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. Where more than one application is received on the same date after closing selection criteria in accordance with the policy will determine priority on the waiting list.

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.

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 place available and they meet the admissions criteria. 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 12](#).

14. 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:

- Students may seek transfer to the school, subject to the admissions policy of the school, available space within the proposed class. Such applications will be dealt with on a case by case basis as they are received.
- A student who leaves the school and removed off the rolla/POD, and subsequently wishes to return to the school must reapply to the Principal in writing.
- Parents/guardians who request a school place will be given a copy of this admissions policy and pre-admission application form.

- After the form has been received by the school, 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. Applicants will be offered a place if there is place available and they meet the admissions criteria.

The following criteria will be applied if there is a surplus of applications for available places in the Senior Infants to 6th classes.

| Priority | Criterion |
|----------|---|
| 1 | Priority is given to brothers and sisters of children already in the school. |
| 2 | Children who reside in the townlands of: Annagh, Anneville, Aghanapisha, Ardnacraney, Ardnacraney North & South, Aughafin, , Bawn, Ballynalone, Brackagh, Rockland House, Cannestown, Canicestown, Canorstown. Carrick, Cartron, Cartroncollvin, Clogher, Clonkeen, Coolvin, Corbrack, Corlis, Creggy, Donamoney, Donamona, Doonis, Gortmore, Lisdisson, Lissaquill, Lissoy, Kippins, Kilcornan, Kilkenny West, Maghera, Maryrath, Nohaville, Noughaval, Nicholastown, Streamstown, Rathmore, Rathlower, Rathupper, The Pigeons, Tongalee, Tully, Tullyhumphfrys. Darogue, Gurteen, Gurteenaclareen, Drumnacor, Barnacor, Shrule, Ledwithstown, Cloncullen, Keel, Creevghmore, Derry, Derrynagallagh, Edera, Deerpark. If the class is over-subscribed on the basis of this criterion, then places will be allocated on the basis of age, starting with the oldest applicant, until all places are allocated. |
| 3 | If space is still available, children not in the above named categories will be considered. |

All children enrolled are expected, together with their parents, to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

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 may be enrolled during the school year provided accommodation is available in the given class. Procedures and criteria are as outlined [above](#) for applications to enrol in Senior Infant to 6th class. Late application procedures for junior infants are as outlined in the [Section 13](#) and subject to Junior Infant waiting list process.

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

The board of Tang National 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.

16. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have 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:

- A written request should be made to the Principal of the school.
- A meeting will then be arranged with the parent(s) to agree how the request may be accommodated by the school.

17. Reviews/appeals

Review of decisions by the board of Management

The parent 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, is within 3 weeks of receipt of letter of refusal from the school. The subsequent timeline that the board will follow when carrying out such a review 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.

Ratification

This policy was ratified by the Board of Management on 11th June 2025.

Signed: Caitríona Behan
Principal.

Date: 11th June 2025

Signed: John Burke
Chairperson
On behalf of the Board of Management.

Date: 11th June 2025

This policy is available on the school website www.tangns.ie