



**St. Peter's National School.**

**Admission Policy**  
**of St. Peter's National School, Snugboro.**

**School Address:** Snugboro, Castlebar, Co. Mayo F23 XY33

**Roll Number:** 19916J

**School Patron:** Archbishop Francis Duffy

## **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 22/04/2026. 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 St. Peter'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 the school.**

St. Peter's N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of Francis Duffy, Archbishop of Tuam. "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, including the intellectual, physical, cultural, moral and spiritual aspects; and a living relationship with God and with other people; 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 S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Peter's 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.

### ***Ethos of St. Peter's N.S.***

The 'ethos' of St. Peter's N.S. encompasses collective attitudes, beliefs, core values, traditions, aspirations and goals. These are reflected in the actual practices which are carried out in the school on a daily, weekly and yearly basis. While it is impossible to outline all aspects of the school 'ethos', the following characteristics are experienced and promoted as essential elements in the establishment of a supportive and positive 'ethos'.

- In St. Peter's N.S., where the ethos is that of a Christian Catholic school, religious instruction, in accordance with the doctrine and tradition of the Catholic Church is part of the education given to children who belong to that Church.
- The pupils are prepared for the reception of the sacraments of First Confession, First Holy Communion and Confirmation, in accordance with arrangements in the diocese.
- Prayer is a feature of the school day.
- The school aims at promoting the full and harmonious development of all aspects of the pupil, including his / her relationship with God, with other people and with the environment.
- The Principal and teaching staff aim at maintaining high professional standards and creating a safe and happy environment.
- A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different religious affiliations and of different nationalities.

- Close contact is maintained between school and home. Parents / guardians and teachers support one another and collaborate with one another in leading the children to the fullness of their potential at the different stages.
- The ancillary staff in the school are highly esteemed and respected. It is recognised that their work makes a valued contribution to the process of education.

### ***Mission Statement***

St. Peter's N.S. is a Roman Catholic School (established in connection with the Minister for Education) which aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual. St. Peter's National School provides Religious Education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith. The school also recognises the right of pupils to other beliefs and practices.

### **3. Admission Statement**

St Peter's 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Peter's N.S. 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.

St. Peter's N.S, 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**

St. Peter's 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### **School with Special Education Class**

St. Peter's N.S. is a school which has established a class, with the approval of the Minister for Education, 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 Special Class**

St. Peter's N.S. with the approval of the Minister for Education, has established one class to provide an education exclusively for pupils with Autism Spectrum Disorder (ASD).

For the school year **2026/2027**, there are:

##### **6 available places in the Special Class.**

Children and young people are eligible for enrolment in a special class for Autism: DSM/IV/V or ICD 10/11, when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special education 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 NCE confirming that the child is known to them and that the child has the required diagnosis and recommendation for the special class for Autism: DSM/IV/V or ICD 10/11.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section Error! Reference source not found. 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 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

St. Peter's N.S. is a Roman Catholic school and reserves the right to refuse admission to a student who is not Roman Catholic where such refusal is deemed essential to preserve the religious ethos of the school.

### School with Special Education Class

The special class attached to St Peter's N.S, provides an education exclusively for students with Autism Spectrum Disorder (ASD) and 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.

## 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:

### ***Criteria used to prioritise places for Junior Infants:***

- 1) Children on/before the first day of the academic year who have siblings including step siblings currently enrolled in the school (If the applications

within categories exceed the number of places available, older children will have precedence.)

- 2) Children on/before the first day of the academic year and who live within the immediate local area of the school (within 0.5 km radius of the school/ as the crow flies). Evidence of residency will be requested in the form of a recent utility bill such as ESB, house insurance and an Eircode must be supplied. (If the applications within categories exceed the number of places available, older children will have precedence.)
- 3) Children of permanent staff members.
- 4) Children on/before the first day of the academic year whose siblings/step siblings are past pupils of the school. (If the applications within categories exceed the number of places available, older children will have precedence.)
- 5) Children who are four years of age (though compulsory attendance does not apply until the age of 6 years) on/before the first day of academic year whose parents or grandparents attended the school up to a maximum of 25% of the available spaces as set out in the school's annual admission notice. (If the applications within categories exceed the number of places available, older children will have precedence.)
- 6) Children not in the above named categories on/before the first day of the academic school year. (If the applications within categories exceed the number of places available, older children will have precedence.)

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:

**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/multiple births, both/all will be taken.

In the event of children sharing a date of birth the place will be determined by the drawing of lots, independently verified.

***Criteria used to prioritise places for All other classes:***

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) Children on/before the first day of the academic year who have siblings including step siblings currently enrolled in the school (If the applications within categories exceed the number of places available, older children will have precedence.)
- 2) Children on/before the first day of the academic year and who live within the immediate local area of the school (within 0.5 km radius of the school/ as the crow flies). Evidence of residency will be requested in the form of a recent utility bill such as ESB, house insurance and an Eircode must be supplied. (If the applications within categories exceed the number of places available, older children will have precedence.)
- 3) Children of permanent staff members.
- 4) Children on/or before the first day of the academic year whose sibling's/step siblings are past pupils of the school. (If the applications within categories exceed the number of places available, older children will have precedence.)
- 5) Children on or before the first day of academic year whose parents or grandparents attended the school up to a maximum of 25% of the available spaces as set out in the school's annual admission notice. (If the applications within categories exceed the number of places available, older children will have precedence.)

**Children not in the above named categories:** If the applications within this category exceed the number of places available, places will be allocated by lottery.

**If, in the event that one place is available and the next two children are twins/multiple births, both/all will be taken.**

### ***Criteria used to prioritise places for Special Class***

Where the number of eligible applicants (with valid NCSE eligibility letters) exceeds the **6 available places for 2026/2027**, priority will be given in the following order:

1. Children currently enrolled in St. Peter's N.S. mainstream classes who are eligible for the Special Class.
2. Children who have siblings, including step siblings currently enrolled in the school.
3. Children of permanent staff members.
4. Children who on/before the first day of the academic year and who live within the immediate local area of the school (within 0.5 km radius of the school/ as the crow flies). Evidence of residency will be requested in the form of a recent utility bill such as ESB, house insurance and an Eircode must be supplied.
5. Children who on/before the first day of the academic year whose sibling's/step siblings are past pupils of the school.
6. Children who on/before the first day of academic year whose parents or grandparents attended the school
7. Other 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 pupil's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a pupil's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

- a pupil's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
- 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. Late applications will affect enrolment if the school is oversubscribed. This is also subject to the school making offers based on existing waiting lists.

## **8. Decisions on Applications**

All decisions on applications for admission to St. Peter's will be based on the following:

- Our schools 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 0 below in relation to applications received outside of the admissions period and section 0 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 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 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 0 below for further details).

### **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Peter's 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 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 St. Peter's 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 board 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 pupil'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 St. Peter's 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. Junior Infant applicants will be processed first and in the case of oversubscription, they will be ranked on the waiting list according to the criteria in Section 6.

Placement on the waiting list of St. Peter's N.S., is in the order of priority assigned to the pupil's 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.

### **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.

An application received by St. Peter's N.S. after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where St. Peter's N.S. is not oversubscribed and it receives a late application, the Pupil seeking admission will receive an offer of a place within the school, subject to the same process as applied to Applicants whose applications were received before the closing date.

Junior Infant 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 (if there is one), provided that they meet the selection age criteria, in order of the date and time of receipt of the application. Where St. Peter's N.S. is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

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.

### **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 pupils, other than incoming Junior Infants are as follows:

Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, available spaces and subject to the admission policy of the school. (See sections 6,13 and 14).

Transfers from other schools usually happen at the beginning of the school year or term, with the exception of children that are newly resident to the area.

Our Admissions Policy will be available on our school website at [www.stpetersnssnugboro.ie](http://www.stpetersnssnugboro.ie) . When an application form for admission has been received by the school, the parent/guardian will be informed in writing of the decision within three weeks of the application being received by the school. The preferred date of admission to school is during September and preferably on/before September 30th. A pupil who leaves the school and who is struck off the Rolla/POD, and who subsequently wishes to return to the school must reapply to the school in writing.

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

The board of St Peter's 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

### **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for pupils, where the parent(s) who has requested that the pupil attend the school without attending religious instruction 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) of the pupil to discuss how the request may be accommodated by the school.

### **18. 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 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.

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)

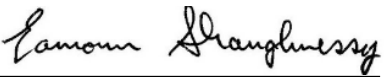
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education.

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 will be reviewed as necessary in light of experience. This policy was approved by the school's Board of Management on 22/04/2026.

Signed:  \_\_\_\_\_

(Chairperson of the Board of Management)

Signed:  \_\_\_\_\_

(Principal)

Date: 22/04/2026