

## ***Admission Policy of Scoil Chormaic September 2024.***

***Golden Road, Cashel, Co. Tipperary.***

***Roll number: 19230V***

***School Patron/s: Tipperary Association for Special Needs.***

### ***1. Introduction:***

*1.1 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.*

*1.2 The policy was approved by the school patron. It is published on the school's website and will be made available in hardcopy, on request to any person who requests it.*

*1.3 The relevant dates and timelines for Scoil Chormaic'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.*

*1.4 The policy must be read in conjunction with the annual admission notice for the school year in question.*

*1.5 The request for enrolment form for admission is published on the school's website and will be made available in hardcopy on to any person who requests it.*

### ***2. Characteristic spirit and general objectives of the school.***

*2.1 Scoil Chormaic is a co-educational special school under the Department of Education and Skills and the patronage of the Tipperary Association for*

*Special Needs catering for students who have a diagnosed Mild General Learning Disability and or those with a diagnosis of Autism.*

*2.2 Scoil Chormaic supports the principles of –*

*\*inclusive access to an appropriate broad and balanced curriculum.*

*\*equality of access and participation in all areas of school life.*

*\*parental choice in relation to enrolment, provided that the student meets the criteria set out for admission in this policy.*

*\* respect for diversity of values, beliefs, traditions, language and way of life in society.*

*2.3 The patron body -Tipperary Association for Special Needs, the Board of Management, Principal and staff believe that there are students with a diagnosis of a Mild General Learning Disability and/or a diagnosis of Autistic Spectrum Disorder whose needs- educational, physiological, psychological, safety, need for a sense of belonging, need for self esteem and a need for self-actualization(developing his or her own potential) are best met within a specialised setting such as Scoil Chormaic.*

*2.4 Scoil Chormaic has a Department of Education and Skills funded Pre-school. The Pre-school caters for children aged 3 to 5 years with a diagnosis of Autism according to the DSM -V. At present our pre-school is located off campus in a building named Scoil na nOg. For enrolment in Scoil na nOg children must have their third birthday on or before the date of entry. They can remain in Scoil na nOg for the academic year of their fifth birthday but must finish before reaching their sixth birthday.*

*2.5 For placement in the main body of Scoil Chormaic children must be four years of age prior to commencing in the Junior Infant class in September of year of enrolment.*

*2.6 Scoil Chormaic has classes designated for students with a diagnosis of Autism. To the extent that I.Q. scores may be used as an indicator of intelligence, children with a Mild General Learning Disability are described as having an I.Q. Range between 50 -70. The students who have a diagnosis of Autism eligible for enrolment should have an I.Q. score within this range.*

*2.7 In exceptional circumstances, we do offer placement to students in the Borderline and above range of IQ-taking into account the pervasiveness and*

*degree of severity of their Autism symptoms. For those in the Borderline range and above we consider the severity of symptoms impacting on their ability to cope in a mainstream setting or special class attached to a mainstream school we deem Scoil Chormaic to be a viable educational service and therefore offer placement. Any parent who has a child with a diagnosis of Autism can apply for admission for their child and the application will be considered with regard to the capability of the school to meet the needs of the child.*

*2.8 The school caters for students with a General Learning Disability in the Mild range. In exceptional cases when there is capacity and where it is deemed in the best interest of the student and the profile of the other students, Scoil Chormaic may also accommodate children who do not fall into the Mild range:*

- (a) Children with an I.Q. score in the High Moderate range and with adaptive skill functioning in the Mild range.*
- (b) Borderline students who in accordance with the D.E.S. Circular no. 8/99 are eligible for a placement in a designated Mild Special School.*
- (c) Children who following a Multi- Disciplinary Team assessment have educational needs best met in a non- mainstream setting, provided that it is deemed by the Board of Management that we can meet the educational and developmental needs of the child given our resources.*

*2.9 Children who fall into the above categories have a wide range of presentation that may be accompanied by an additional diagnosis. In light of this, best practice requires a multi-disciplinary team assessment to fully determine the most appropriate placement.*

*The Board of Management reserves the right to request this should the Principal feel it is required.*

*2.10 Scoil Chormaic is **NOT** designated, staffed or resourced to meet other specific educational disability needs, e.g.*

- (a) Children with moderate to severe intellectual disability excluding students with a high moderate I.Q. score above 48 and with adaptive functioning in the Mild range. There must be a recommendation from a Multi- Disciplinary team or Psychologist that the child's educational needs would be best met in a mild school setting.*
- (b) Children with high medical needs.*

### **3. Admission Statement.**

*3.1 In accordance with Section 15(2)(d) of the Education Act 1998, this policy sets out Scoil Chormaic's school policy on the admission of students to the school.*

*3.2 Scoil Chormaic 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 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 constructed in accordance with section 3 of the Equal Status Act 2000.*

*3.3 Scoil Chormaic is a school which with the approval of the Minister for Education and Skills provides an education for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of special needs specified.*

*3.4 Each child is considered as an individual. The Board of Management strives to ensure that every child accepted to Scoil Chormaic can benefit from the services we offer. The decision as to who will benefit involves consideration of a wide range of factors. These factors will include the parents,/ guardians' views on the proposed educational placement of their child, existing resources available, additional learning and medical needs, social and emotional needs. In Scoil Chormaic we recognise the right of parents/guardians to apply for admission of their child to a school of their choice and the Board of Management will make balanced judgements, which are guided by the principals of natural justice and acting in the best interests of all children.*

*3.5 This policy aims to uphold the moral, spiritual, physical and psychological welfare and constitutional rights of all persons concerned. The school will strive to ensure that the principle of "reasonable accommodation" is upheld for all students.*

*3.6 All available places will be offered to applicants who meet the criteria for entry to Scoil Chormaic. Where the school is oversubscribed a waiting list will be compiled as per the procedures set out in Section 6 of this policy statement and this waiting list will operate for the duration of the academic year in question. Applications for admission or applicants on the waiting list will not carry forward to the next school year. Any parent/guardian who still wishes to apply for a place in Scoil Chormaic must do so again once the new admissions notice is published on our school website.*

#### ***4. Categories of Special Educational Needs catered for in the school.***

*4.1 Scoil Chormaic with the approval of the Minister for Education and Skills, provides an education mainly for students with Mild General Learning Disability*

*and/ or students with the diagnosis of Autistic Spectrum Disorder as per the criteria set out in Section 2 of this policy.*

## **5 (i) Admission of students.**

*5.1 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.*

*5.2 Scoil Chormaic provides an education mainly for students with Mild General Learning Disability and/or Autistic Spectrum Disorder and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.*

## **5 (ii) Admission Process.**

*5.3 Parents/guardians are asked to contact the school to obtain a request for enrolment form from the school office or they may download it from the school website once the Admissions Notice is published. The form must be completed in full and all requested documentation must be included to be considered for admission.*

*5.4 Applications will only be accepted for the following academic year and must be returned within the stated admissions time-frame. The dates for admission will be set out each year in the annual Admissions Notice and this will be published on the Scoil Chormaic website.*

*5.5 Applications for admission which are received prior to the admissions period cannot be considered in line with the Education Admissions to School Act 2018.*

*5.6 Scoil Chormaic is a special school and therefore does not have a particular intake group as many mainstream schools do. In our school we accept applications from children aged 3 to 5 years with a diagnosis of ASD for our pre-school and from children 4 to 18 years with the categories of special needs as set out in both Section 2 and Section 4 of this policy. Applications are treated as applications for a particular classes based on the child's age and diagnosis. If a child has an ASD diagnosis, there must be a place available in an age appropriate ASD designated class.*

*5.7 Before making an application for admission the child's parents/guardians may wish to visit the school so that they will be better able to decide on the suitability of the school for their child. If they are considering making such a visit they can do so prior to the annual admissions notice being published or during the previous academic year. This will give them time to reflect on whether Scoil Chormaic would be an appropriate educational placement for their child before making an application to the school. Such a visit is not compulsory and will not give the child any priority for admission it is solely to allow the parents/guardians to inform themselves better about the school, our ethos and the categories of special needs we cater for.*

*5.8 Who can make an application?*

*Scoil Chormaic welcomes applications from parents/guardians as the Constitution recognises parents as the primary educators of the child, applications will only be accepted from parents/legal guardians or someone acting on foot of a court order or statutory role in a parental role.*

*5.9 Steps in the Application and Admission process.*

*The following procedure will apply to all applications for admission to Scoil Chormaic:*

*(a) Parents/guardians download a copy of the request for enrolment form from the school website or request a copy of it from the school office.*

*(b) Parents/guardians are asked to return the following:*

*(i) Completed request for enrolment form*

*(ii) Recent psychological assessment report dated within the last two years of the closing date for receipt of applications as per the annual Admissions notice and this report must contain a recommendation from the psychologist for the child to attend a special school.*

*(iii) Up to date reports from the child's school if they are currently enrolled in one and permission may be sought to consult with the student's previous school.*

*(iv) Any other professional reports available-Speech and Language, Occupational Therapy report, Medical reports. Psychiatric Assessment or Social Work report.*

*(c) Following receipt of all the applications the schools admission committee as delegated by the Board of Management will process the applications and make recommendations to the Board with regard to the allocation of places as per our schools admission criteria. Each applicant will be assigned a class based on their age and diagnosis. If all documentation listed in 5.9(b) is not included with the application it will be deemed ineligible for consideration.*

*(d) If applications exceed the available number of places applicants will be informed in writing after the close of the admissions process and the unsuccessful applicants will be placed on a waiting list as set out in Section 6 of this policy statement.*

*(e) If the Board of Management decides that Scoil Chormaic can accommodate the applicant a letter of offer along with the school's Code of Behaviour will be sent to the parents/guardians after the close of the admissions process. Parents are asked to agree to their child's adherence to the school's Code of Behaviour as failure to do so is one of the grounds where an offer may be withdrawn see Section 11 of this policy statement. Parents/guardians are asked to confirm acceptance of an offer by a specified date as per our annual Admissions Notice as should they not wish to take up the placement it may be offered to another child.*

*(f) Following acceptance of an offer the necessary enrolment forms for the National Council of Special Education (school placement and transport forms) will be completed by the parent/guardian and the school will forward these to the Special Education Needs Organiser (SENO) assigned to our school.*

## **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 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) The diagnosis which the student has and intellectual functioning in the Mild General Learning Disability range as stated on a psychological report dated within two years of the student's application which deems the applicant eligible for a place in Scoil Chormaic.*
- 2) The age of the student (3-5 years for Scoil na nOg pre-school attached to Scoil Chormaic or 4- 18 years for the main section of Scoil Chormaic.)*
- 3) The current capacity of the school to meet the student's educational needs in an appropriate class setting that is either a class designated for students with a Mild General Learning Disability with a Department of Education pupil teacher ratio of 11:1 or an Autistic Spectrum Disorder class with a Department of Education, pupil teacher ratio of 6:1. The Board of Management is ultimately responsible for the number of students enrolled in a particular classroom and in some instances where the Board of Management deems it necessary for Health and Safety of students and staff a lower class ratio may be necessary for the safety of all.*
- 4) The availability of any other school placement.*
- 5) Prospective students who reside within the catchment area of the school nearest to Cashel.*
- 6) The student and/or parental choice in relation to attending Scoil Chormaic.*
- 7) The availability of a place in a classroom suitable to the age and diagnosis of the child.*
- 8) The physical and human resources of the school available on application that is the availability of suitable additional supports and staffing to cater for the additional needs which a pupil may need.*
- 9) The needs of the whole school population at time of application.*
- 10) The health and safety requirements of the existing student cohort.*
- 11) The health and safety requirements of the staff.*

*6.2 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:*

*Priority criteria ;*

*\* children who have siblings or step-siblings already enrolled in the school.*

*\*children who reside within our catchment area that is nearest to our school geographically.*

*\*child who is oldest in age (that is first born).*

*\*Scoil na nOg pre-school students seeking enrolment in the main school will have priority over students who have attended other preschools.*

*6.3 Finally in the event that two or more children who are applicants for a place are still tied for a place having the same entitlement, the Board of Management will review each application and the Board shall arrange for a child's name to be picked at random by an independent person (who is not on the Board or connected with any person applying for a place in the school) and the first name picked will be offered the place.*

*Unsuccessful applicants whose applications are ranked with the same marks will be placed on the current year waiting list for the designated class (MGLD/ASD) in order that they were picked at random by the independent person referred to above.*

## **7. What will not be considered or taken into account**

*7.1 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) An applicant's attendance at a pre-school or pre-school service, including naionrai,*

*Other than in relation to a student's prior attendance at-*

*(i) An early intervention class such as in Scoil na nOg which is attached to Scoil Chormaic.*

*(ii) An early start pre-school, specified in a list by the Minister from time to time.*

*(b) The payment of fees or contributions (however described) to the school.*

*(c) An applicant's academic ability, skills or aptitude other than meeting the criteria of intellectual functioning as previously set out and is appropriate to the school's designation by the Minister for Education and Skills.*

*(d) The occupation, financial status, academic ability, skills or aptitude of a applicant's parents;*

*(e) A requirement that an applicant, or his or her parents, attend an interview, open day or other meeting as a condition of admission;*

*(f) An applicant's connection to the school by virtue of his or her family attending or having previously attended the school other than a sibling or step-sibling currently enrolled.*

*(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.*

## **8. Decisions on applications**

*8.1 The Board of Management makes the final decision concerning the admission of any child to the school.*

*8.2 The Board of Management consider the review of all applications completed by the admissions committee as delegated to do so by the Board.*

*8.3 All decisions on applications for admission to Scoil Chormaic 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 application form received during the period specified in our annual admission notice for receiving applications.*

*8.4 Please see section 14 below in relation to applications received outside the admissions period and section 15 below in relation to applications for places in years other than the intake group.*

*8.5 Selection criteria that are not included in our school admission policy will not be used to inform a decision on an application for a place in our school.*

## **9. Notifying applicants of decisions**

*9.1 Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.*

*9.2 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, whether that is on the grounds of criteria and /or capacity of the school at that point in time.*

*9.3 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**

*10.1 In accepting an offer of admission from Scoil Chormaic 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 this is the case you must provide details of the other school or schools concerned.*

## **11. Circumstances in which offers may not be made or may be withdrawn.**

*11.1 An offer of admission may not be made or may be withdrawn by Scoil Chormaic where*

- (i) It is established that the 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 a 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.**

*12.1 Applicants should be aware that section 66(6) of the Education (Admissions to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.*

*12.2 Section 66(6) allows a school to provide a patron or another Board of Management with a list of the children 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 closing date on which the application for admission was received.*
- (ii) The date on which an offer of admission was made by the school.*
- (iii) The date on which the offer of admission was accepted by the applicant.*

*(iv) An applicant's personal details including his/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.**

*13.1 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 Scoil Chormaic were unsuccessful due to the school being oversubscribed will be compiled.*

*13.2 The waiting list will remain valid for the duration of the school year in which admission is being sought.*

*13.3 Placement on a waiting list for Scoil Chormaic is in order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.*

*13.4 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 as per the selection criteria set out in section six of this policy.*

### **14. Late Applications.**

*14.1 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 admission policy, the Education Admission to School Act 2018 and any regulations made under that Act.*

*14.2 Applications should note that the school is usually oversubscribed and that any such places that arise will be offered to applicants that are already on our school waiting list as per section 13 of this policy statement.*

*14.3 Therefore as previously stated and where it occurs that there is not a Waiting list and where there is an appropriate place in the school we will give our full consideration to the applicant as per our admissions criteria.*

### ***15. (i) Procedures for admission of students to other years-***

*15.1 As Scoil Chormaic is a special school some of our applicants are not always at the Junior Infant age group and students may often seek admission having attended mainstream schools or special classes attached to mainstream, therefore a parent can make an application for admission at any age between 5 and 18 years provided that the child has a diagnosis appropriate to the schools designation as per the Minister for Education and Skills.*

*15.2 Applications are treated as applications for particular classes.*

*15.3 One of the stages when the enrolment committee are reviewing applications is the availability of a place in a class based on the applicant's age and diagnosis.*

### ***15. (ii) Procedures for admission during the school year-***

*15.4 All applications for admission during the year will be considered in accordance with our school's admission policy, the Education (Admissions to School) Act 2008 and any regulations made under the Act*

*15.5 In exceptional circumstances an application for admission will be considered and processed during the school year should there not be applicants on the waiting list.*

*15.6 The following procedures in relation to mid- year enrolment will be applied-*

- Consideration of appropriate diagnosis and Educational psychology reports and recommendations.*
- Availability of a place in an appropriate class grouping suitable to the needs, age and diagnosis of the student.*
- Lack of an appropriate or alternative school placement.*

- *The suitability of the school's educational programmes to best meet the parent and pupil's needs and expectations.*
- *Consideration of the school's resources available at the time of application.*
- *The health, safety and wellbeing of the existing student cohort.*
- *The health and safety requirements of the staff.*

*15.7 Decisions regarding enrolment are made by an enrolment committee as delegated by the Board of Management. The enrolment committee will comprise of the Principal, the Deputy Principal and a permanent teacher from the Middle Management Team.*

*15.8 Scoil Chormaic will always endeavour to act in the best interest of the applicant and the whole school community.*

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

*16.1 The Board of Management of Scoil Chormaic 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.*

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

*17.1 Scoil Chormaic is a multi-denominational school where all beliefs, faiths, religions and those of none are respected and cherished.*

*17.2 If however parents request that their child is prepared for Holy Communion or Confirmation this will be facilitated but there is no compulsory aspect to this.*

*17.3 The procedure that will be followed is that a teacher will be designated to prepare the students in a mixed class grouping in another room and the other students who are not engaging in preparation for the sacrament will continue with their secular education in their own class.*



17.4 We note that this arrangement will not result in a reduction of the school day or will not result in any student's teaching and learning time being reduced.

## **18. Reviews/ appeals.**

### **Review of decisions by the Board of Management –**

18.1.1 The parent of the student or in the case of a student who has reached the age of 18 years, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29 C of the Education Act 1998.

18.1.2. The timeline within which such a review must be requested and other requirements applicable to such a review are set out in the procedures determined by the Minister under section 29 B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

18.1.3 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.

18.1.4 **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.

18.1.5 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.

### **18.2 Right of appeal.**

18.2.1 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.

18.2.2 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.

18.2.3 An appeal may be made under Section 29(1) (c ) (ii) of the Education Act 1998 where the refusal was due to a reason other than the school being oversubscribed.

18.2.4 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.

18.2.5 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.

18.2.6 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.

18.2.7 The timeline within which 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.

### **Review and Monitoring:**

*This policy will be reviewed and monitored by the Board of Management on an annual basis and when and if the need arises.*

*This policy is a collaborative document and is disseminated to the school community through our school website and in hard copy on request.*

**Ratified by the Board of Management: October 2024.**

**Approved by the Patron:**

**Chairperson: Monica Shannon**