

**St Joseph's National School Woodford  
Enrolment/Admissions Policy**

<b>School Name:</b>	St. Joseph's N.S., Woodford
<b>School Address:</b>	Woodford, Loughrea, Co. Galway H62 Y540
<b>Roll Number:</b>	15958F
<b>Telephone Number:</b>	090749525 / 0879101539
<b>Denominational Character:</b>	Catholic
<b>Patron:</b>	Bishop of Clonfert
<b>Range of Classes taught:</b>	All Classes from Junior Infants to sixth class with additional support classes for children with special needs. The school also has a class for children with Autism Spectrum Disorder ("ASD class")

## **St Joseph's National School Woodford**

### **Enrolment/Admissions Policy**

#### **Introduction**

St Joseph's National School Woodford is a co-educational national school, under the patronage of the Catholic Bishop of Clonfert.

This Enrolment Policy has been devised in accordance with the provisions of the Education Act, 1998 (as amended), the Education (Welfare) Act, 2000, Equal Status legislation, directives of the Patron and following consultation with the School community .

The School caters for classes from junior infants to sixth class and it also has a class for children with Autism Spectrum Disorder ("**ASD Class**").

#### **Mission Statement**

The School is a Roman Catholic School which aims at promoting the full and harmonious development of all aspects of the person intellectual, physical, cultural, moral and spiritual, including a living relationship with God and others. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. The school provides religious education for Roman Catholic pupils in accordance with the practices and traditions of the Roman Catholic Church and promotes the formation of Roman Catholic pupils in the Roman Catholic Faith.

The School is committed to the holistic education of the child, endeavouring to ensure that each child achieves his/her full potential.

Equality of access in accordance with the Policy is the core value that determines enrolment of pupils in the School.

Within the context and parameters of the relevant legislation outlined above, Department of Education & Skills ("**DES**") regulations, the rights of the Patron and the funding and resources available, the School will support and foster those aforementioned principles and philosophies.

The School currently has six teachers. This includes the Principal Teacher, Niall Kelly mainstream class teachers, Eimear Gaffey, Carolann O'Meara, Alison Burke, special education teacher Alan Dervan and Emer Hession special class teacher. The ancillary staff includes Claire Gorman school secretary and Esther Page Cleaner with GRD Caretaking.

The School has an ASD Class for children on the autistic spectrum, [within the mild range of learning disability] and accommodates a maximum of **six** pupils. The particular process for enrolment in the ASD class is set out below.

While recognising the right of parents/guardians ('**Parents**') to enrol their child in a school of their choice, the Board of Management ("**BOM**") reserves the right to determine maximum School and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

### **School Curriculum**

The school curriculum is as prescribed by the DES which may be amended from time to time.

### **Categories of Enrolment**

This policy sets out the criteria used to determine applications for enrolment in the following categories:

1. Applications for enrolment into junior infants in September
2. Applications for enrolment into the ASD Class
3. All other applications for enrolment.

This policy sets out the priority order, which will apply, where the number of applications for enrolment exceeds the number of available places. In doing so, the BOM has regard to available resources; directions from the Patron; regulations/circulars from the DES; School and class sizes etc.

The following is a list of factors taken into consideration by the BOM in devising its enrolment policy:

- A. Overall school capacity
- B. Availability of space in classrooms and play areas
- C. Health and safety requirements, including traffic restrictions etc.
- D. Availability of grants and resources from the DES/National Council for Special Education ("NCSE") and operates in accordance with regulations and circular letters issued from time to time by the DES. School policy has regard to the resources and funding available.
- E. Educational needs of the existing pupils.
- F. The presence of pupils with special educational and /or behavioural needs.
- G. DES/ Patron requirements from time to time.

### **Application Procedure for Junior Infants**

Parents who wish to make an application for enrolment of their child into junior infants must do so by post or by hand to the School Office. The deadline for receipt of fully completed enrolment applications is renewed annually on our admissions notice. The BOM is not obliged **to** accept applications received after the date outlined and/or incomplete applications.

Announcement of the relevant dates will be published on the School's website, or in the Parish Newsletter and notified to Parents of existing pupils in the School.

**It should be noted that the submission of an application form(s) does not confer a right to enrolment.**

The following conditions must be met for application for enrolment into Junior Infants:

- The official application form must be used. This is available for download from the School's website and/or in hard copy from the School.
- A fully completed enrolment application form, duly signed and dated, must be submitted on or before the closing date. Such an application strictly relates to enrolment for the following September.
- A separate form must be used in respect of each application.
- The following documentation must accompany a full completed, signed & dated application form which must be submitted on or before the closing date in order for the application to be considered a **"complete application"**:
  - a. Copy of the applicant's birth certificate
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
- Written notification of the decision regarding the application will be issued to Parents in accordance with Admissions Notice.

**If** the application for enrolment is successful and the place has been accepted as outlined above, the successful applicant shall be enrolled as per his/her name on his/her official birth certificate.

The BOM is not obliged to place applications which are late, on a waiting list. In the event that the BOM considers late applications, such applications will be placed last on the waiting list in the order of date received. For the avoidance of doubt, complete applications that are received on time will receive priority over late applications. Incomplete applications cannot be considered until such time as all required information is received. If such information is received after the closing date, the application will be treated as a late application.

## **Criteria to prioritise applicants for Junior Infants**

The criteria for enrolment, in priority order 1–4 below, are used **to** determine enrolment, where the number of applications received outnumbers the number of places available in Junior Infants.

In the event that the number of applicants, in any one of the categories, outnumbers the places available, applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest until all available places have been filled.

If an applicant falls into a number of categories, s/he will be placed in the category which affords her/him the highest priority.

### **Criteria**

1. All applicants currently living within the catchment area and the parish boundary of Woodford/Looscaun - Distance from the school
2. Siblings of pupils currently enrolled in the School
3. Children of staff currently employed in the School
4. All other applicants.

## **Enrolment Application Procedure For Enrolment Into Any Class Other Than For Enrolment into Junior Infants**

The following criteria apply to an application for enrolment during the academic year including students that transfer from another school:

- Overall capacity of the School.
- That current optimum arrangements of pupils for teaching and learning purposes are maintained.
- That a place exists in the relevant class/es/an age appropriate class, taking all the relevant circumstances into account, eg needs of the existing pupils, the overall number of pupils that the School can accommodate at the time the application is made, the presence of pupils with special education needs and/or behavioural needs, physical space etc.

**An applicant will be enrolled in an age appropriate class once the following criteria have been met:**

1. The official application is fully completed, dated and signed by the Parents.
2. All requested documentation is furnished i.e. a copy of the applicant's birth certificate. Failure to submit a birth certificate will mean that the application is incomplete.
3. Applications which are incomplete, not signed, not dated and/or do not include the required documentation will not be accepted. A place will not be offered nor will such applicants be placed on a waiting list.
4. A separate form must be completed for each applicant.

5. The availability of a place, in a specific/age appropriate class. This will be determined in the context of the overall number of pupils which the School can accommodate at the time the application is made. Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered, this will result in the offer of the place being withdrawn and it being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
6. Written notification of the decision regarding the application will be issued to Parents within 21 calendar days of receipt of the fully completed, signed and dated application form.

Parents of applicants who have been offered a place must inform the School by completing and returning an enrolment form within **[20]** calendar days. Failure to do so will result in the place being forfeited and/or it being reallocated.

If the application for enrolment is successful and the place has been accepted as outlined above, the successful applicant shall be enrolled as per his/her name on his/her official birth certificate.

Applicants who are not successful in securing a place will be placed on a waiting list in accordance with our criteria. A place on the waiting list expires at the end of the academic year for which the application was made.

Where the number of applications received outnumbers the available places, any available places arising will be allocated on a "first come first served basis," based on the date the fully completed application form was received.

Where the applicant is transferring from another school, the Parents must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.

### **Enrolment Application Procedure For The ASD Class**

The ASD has a maximum capacity of **[six]** pupils. In setting up the ASD Class, the BOM is committed to developing an educational setting which is focused on the needs of the pupils and enables learning to take place in a safe environment, in which pupils with ASD learn a range of skills that will facilitate their making a gradual transition into mainstream classes with their own age cohort.

Parental involvement in the pupils' learning is encouraged and valued. It ensures consistency between the pupils' various learning environments.

The teaching methodologies employed in the ASD Class will be those that are deemed most appropriate to the individual pupil's learning needs.

Placements are allocated in the ASD Class on condition that the appropriate resources are provided and continue to be provided by the NCSE.

## **Criteria for Admission to the ASD Class:**

The total number of places in the ASD Class is **[six]**. If it is oversubscribed, places will be allocated on the criteria outlined below in priority order, provided in the first instance that the applicant meets all of the required criteria for a place in an ASD class:

- An applicant will not be enrolled in the ASD Class unless s/he is four years of age on or before the **[August 31st]** preceding the academic year for which the application is made.
- No student can be older than thirteen years of age during his/her last year in the ASD Class.
- A fully completed, signed and dated application form for enrolment has been submitted to the School by the Parents and a vacancy exists in the ASD Class.
- The applicant must have a primary diagnosis of a qualifying autism spectrum disorder and the applicant must submit a professional report which
  - confirms a diagnosis of a qualifying Autism Spectrum Disorder (DSM IV/V or ICD 10) **and**
  - contains a recommendation to attend an ASD class **attached to a mainstream school**. Such a recommendation cannot be dated more than two years prior to the proposed admission date **and**
  - confirms that the diagnosis of a qualifying Autism Spectrum Disorder was made using a professionally recognised clinical and psychological assessment procedure.
- **If** the applicant presents with a general learning disability, it must fall within the mild range. This diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure and the report confirming this must be submitted with the application form. This diagnosis cannot be dated more than two years prior to the proposed admission date.
- A letter of acceptance from the clinical support service(s) associated with the pupil's learning challenges must be submitted with the application form, as the School has no responsibility for the provision of such professional services to pupils attending the ASD Class.
- If the application form is not fully completed, and/or all the required reports have not been furnished, the application will be deemed incomplete. The Parents will be notified that the application will not be considered, nor a waiting list number allocated, until a complete application is submitted.
- When a complete application is submitted, the date and time of receipt are noted on the application form and an acknowledgement is sent indicating receipt of the application and will follow the procedures outlined in the annual admissions notice.
- The Parents and the applicant are invited to a meeting with the ASD Class coordinator and are encouraged to bring reports from the applicant's present educational setting to this meeting.
- In the event that the number of applicants seeking enrolment into the ASD Class exceeds the number of places available, names will be placed on a waiting list **in order of priority based on the criteria numbered 1-4 below**
  - 1. Children with an ASD diagnosis that are already enrolled in the school.**
  - 2. Children with an ASD diagnosis who siblings currently attending the school**
  - 3. Children resident in our catchment area of Woodford/Looscaun**
  - 4. Applications for whom St Joseph's Woodford is the nearest facility for children with Autism in the area. Distance from the school will determine the decision.**

- In the event of a tie the older age of the child will be given priority.
- If offered a place, the Parents must confirm in writing within **[20]** calendar days that the place is being accepted. If this confirmation is not received within that time, the School will take it that the place is not being accepted and the place will be reallocated.
- If the applicant fulfils all of the enrolment criteria but is not offered a place due to lack of an available place, the Parents may opt to place the pupil's name on a waiting list. The waiting list will operate on the criteria outlined above in respect of those parents/guardians who opt to place the student's name on the waiting list.
- The waiting list will be maintained for the duration of the academic year only, for which the application was initially made.

If the application for enrolment into the ASD Class is successful and the place has been accepted as outlined above, the successful applicant shall be enrolled as per his/her name on his/her official birth certificate.

Where the applicant is transferring from another school, the Parents must inform the School of the reason for the transfer and the School reserves the right to contact the applicant's school/former school in this regard.

### **Placement and Continuing Placement of a Pupil in the ASD Class**

- Pupils will be "phased in" gradually to the ASD Class through a mutually agreed process between the School and the Parents.
- The individual needs of each pupil are constantly reviewed to ensure that the ASD Class is the appropriate setting to meet the pupil's needs. A review of each pupil's progress and his/her Individual Education Profile will be carried out in consultation with Parents and other professionals where necessary.
- The School reserves the right to review the pupil's progress at the end of each academic year to determine whether the ASD Class continues to be an appropriate placement for him/her.

### **Transition from the ASD Class into Mainstream**

Arrangements for pupils' integration into the mainstream will be made according to their level of need and attainments. School personnel will decide when inclusion/integration into a mainstream setting is appropriate. This may be at an age range above or below the pupil's age, but will be the class that is best suited to meet the pupil's needs and the one that is chronologically most appropriate.

### **Pupils With Special Educational Needs**

Pupils with special needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE. In the event that the applicant has special educational needs, a copy of the

student's medical/psychological reports and/or a professional assessment of the pupil's needs, must be submitted, so that provision can be made for that pupil's welfare and educational progress.

### **Enrolment Procedures**

Certain information will be required when successful applicants are being enrolled. Parents will be required to provide this information before the successful applicant can be enrolled in the School. This information is specified in the School enrolment form attached. Such information includes:

- The successful Applicant's name, date of birth, PPS number and address.
- Names and addresses of applicant's Parents.
- Contact telephone numbers.
- Contact telephone numbers in the case of an emergency.
- Details of any medical conditions, which the School should be aware of.
- Details of any special educational needs, including assessments of these needs by psychologists, speech therapists, occupational therapist, medical specialists etc;
- Religion
- Any other relevant information (including any such further information as may be prescribed under relevant legislation including the Education (Welfare) Act, 2000).

### **Decision Making**

Decisions in relation to applications for enrolment are made by the BOM in accordance with this policy.

### **Refusal To Enrol**

The school reserves the right to refuse enrolment to any applicant who does not comply with the terms of this enrolment policy.

In exceptional circumstances, the School reserves the right to refuse enrolment to any applicant where:-

- a. The applicant has special needs such that, even with additional resources being made available from the DES/NCSE, the School cannot meet such needs and/or provide the applicant with an appropriate education.
- b. The applicant poses unacceptable risk(s) to other pupils, staff and/or School property.

The School will refuse to enrol an applicant who is seeking to be enrolled in the School where that applicant was previously a pupil in the School and was either expelled from the School and/or transferred from the School to another school while on suspension and/or undergoing a process under the School's Code of Behaviour.

The School will refuse to enrol an applicant who is transferring from another school if that applicant

has been expelled from or is currently suspended from that school and/or is undergoing a process under that school's code of behaviour and/or was withdrawn from the school in advance of same and/or the behaviour would amount to a breach of the School's Code of Behaviour.

Reports detailing the Applicant's behaviour record from the school from which the applicant proposes to transfer from is a requirement prior to the consideration of the application.

Parents of applicants refused enrolment will be advised of their right to appeal the BOM's decision as outlined below.

### **Appeal Procedure Against Refusal To Enrol**

Parents who are unhappy with an enrolment decision may appeal under Section 29 of the Education Act 1998 to the DES on the official Section 29 Appeal Application Form which can be downloaded from [www.education.ie](http://www.education.ie). This appeal must be submitted to the DES within 42 days of receipt of the decision of the BoM to refuse enrolment.

### **Ratification of Policy**

This policy was ratified by the BOM on 14/01/2026.

This Policy will be regularly reviewed by the BOM e.g. in the event of change to the pupil teacher ratio and/or legislative/DES/Patron/other requirements etc.

**Signed: Kieran O Rourke**

**Chairperson of Board of Management**

**Date: 14/01/2026**



## St. Joseph's National School, Woodford, Co. Galway

Tel: (090)9749525      Mobile: 0879101539

**Website:** [www.stjosephswoodford.com](http://www.stjosephswoodford.com)    **Email:** [info@stjosephswoodford.com](mailto:info@stjosephswoodford.com)

Principal: Niall Kelly

Deputy Principal: Eimear Gaffey

# Enrolment Form

## Student details

Student Name: (as on Birth Certificate) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Eircode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ PPS No: \_\_\_\_\_

Gender: \_\_\_\_\_ Religion: \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Baptism \_\_\_\_\_

## Family Details

Mother's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Designated mobile number for school apps and communications:

Additional phone number (in case of emergency):

Name: \_\_\_\_\_ Number: \_\_\_\_\_

E-mail Address for notifications: \_\_\_\_\_

Brothers or sisters in St. Joseph's NS: \_\_\_\_\_

Please complete overleaf 

## Educational Details

Name of Previous Preschool or Primary school attended (if any):

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Languages spoken at home:

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## Medical Details

Does your son/daughter have an allergy/medical condition that we need to be aware of?

Yes       No

If 'Yes' please outline briefly below any signs & symptoms, medicine or treatment:

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Name of child's Doctor:

Phone Number:

Emergency Contact name:

Phone Number:

Relationship to child:

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Person nominated to collect child other than a parent or guardian:

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Phone Number:

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## General Information

Completed Application Forms for mainstream should be returned to The Principal, St. Joseph's NS, Woodford or by email to [Info@stjosephswoodford.com](mailto:Info@stjosephswoodford.com). Dates for ASD class applications are on our Admissions Policy as our special class is limited to a maximum of 6 students.

PPSN No is required by the Department of Education & Skills, for all students, and is available to parents/guardians from (01) 7043000

If school transport is required, please apply online at [www.buseireann.ie](http://www.buseireann.ie)

Signed..... Parent/Guardian  
Date .....

Signed..... Parent/Guardian  
Date .....