



Admission Policy

19800N

Milford Grange National School



'...ag foghlaim le chéile'

Milford National School

Milford Grange National School, Plassey Park Rd, Sreelane, Castletroy, Co. Limerick, V94 W3W4 Tel: 061-339123

**Admission Policy
of
Milford Grange N.S.**

**School Address:
Plassey Park Rd,
Sreelane,
Castletroy,
Co. Limerick,
V94 W3W4.**

**School Website:
www.milfordns.ie**

**Roll number:
19800N**

**School Patron:
Bishop of Limerick**

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 19th May 2020. 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 Milford Grange N.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

Milford Grange N.S. is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Limerick.

"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, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; 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 Milford Grange N.S. shall uphold, and be accountable to the patron for 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, in Milford National School, dedicate ourselves to providing a holistic education for our children, where potential and uniqueness of mind, heart, body and spirit are fostered and celebrated. In achieving this ideal we aim to promote self-esteem, self-worth, self-confidence and a sense of belonging to our School Community. It is our goal to provide a culturally rich and multi-faceted education, striving for academic excellence, while mindful of the diverse learning needs of all our children.

3. Admission Statement

Milford Grange N.S. will not discriminate in its admission of a student to the school on any of the following grounds:

- (a) the gender of the student or the applicant in respect of the student concerned,
- (b) the civil status of the student or the applicant in respect of the student concerned,
- (c) the family status of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation of the student or the applicant in respect of the student concerned,
- (e) the religion of the student or the applicant in respect of the student concerned,
- (f) the disability of the student or the applicant in respect of the student concerned,
- (g) the race of the student or the applicant in respect of the student concerned,
- (h) membership of the Traveller community of the student or the applicant, or
- (i) that the student or the applicant 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.

*Milford Grange 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 of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

**Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

All schools must include the below text as part of their admissions statement

- Milford Grange 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.
- Milford Grange 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.

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

This section is not applicable to our school. Milford Grange N.S. is a mainstream school and does not have a special class attached to it.

5. Admission of Students

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

Milford Grange N.S. is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

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:

In the event that applications for enrolment exceed / is expected to exceed the number of places available the following decision making process will apply:

1. Brothers and sisters of children enrolled in Milford National School and who have reached the age of 4 years by September 1st of the year they will commence school. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.
2. Children of permanent school staff and who have reached the age of 4 years by September 1st of the year they will commence school. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated
3. Children living (principal place of residence) within the Parish of Milford and who have reached the age of 4 years by September 1st of the year they will commence school. If the class is oversubscribed within the application of this particular criterion, then places will be allocated on the basis of age, starting with the oldest applicant until all places are allocated.
4. Remaining places will be allocated to applicants in the following categories and who have reached the age of 4 years by September 1st of the year they will commence school:
children of parents working in parish of Milford, or children of parents living (principal place of residence) in adjacent parish (Monaleen, Ahane-Castleconnell, St Patrick's-St Brigid's), or children of past-pupils (in relation to parents having attended, a maximum of 25% of the available spaces as set out in the school's annual admission notice).
If the class is oversubscribed within the application of this particular criterion, then places will be allocated by random selection.
5. Remaining places will be allocated to applicants not in categories 1 to 4 above and who have reached the age of 4 years by September 1st of the year they will commence school by random selection.
6. All remaining places will be allocated to applicants not in categories 1 to 5 above by random selection.

The Board of Milford Grange N.S. is bound by the Department of Education Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. In

the case of twins or multiple births, where 1 child is offered a place, the sibling(s) will be offered the next available place.

The Board of Management has determined that the maximum pupil enrolment in Milford Grange N.S. is 481 pupils. The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education Guidelines in relation to class size and staffing provisions.

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:

- Category 1– places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.
- Category 2 – places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.
- Category 3 – places will be allocated on the basis of age starting with the oldest applicant until all places are allocated.
- Category 4 – remaining places will be allocated through a random selection draw. The random selection draw will be conducted by the school's Enrolment Committee when all places in Categories 1, 2 & 3 have been allocated.
- Category 5 – remaining places will be allocated through a random selection draw. The random selection draw will be conducted by the school's Enrolment Committee when all places in Categories 1, 2, 3 & 4 have been allocated.
- Category 6 – remaining places will be allocated through a random selection draw. The random selection draw will be conducted by the school's Enrolment Committee when all places in Categories 1, 2, 3, 4 & 5 have been allocated.

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) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a 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 (in relation to parents having attended, a maximum of 25% of the available spaces as set out in the school's annual admission notice);

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to Milford Grange N.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group).

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

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 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 18](#) below for further details).

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

In accepting an offer of admission from Milford Grange N.S. you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

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 Milford Grange N.S. where—

- (i) it is established that information contained in the application is false or misleading.

- (ii) an applicant fails to provide appropriate evidence of proof of address. The burden of proof is on the applicant to prove that the child's principal place of residence is the address as stated on the application form. For applicants applying under the category '*Working in the Parish*' the burden of proof is on the applicant to prove that their place of employment is located in the parish.
- (iii) 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.
- (iv) 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
- (v) 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 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).

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 Milford Grange 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.

Placement on the waiting list of Milford Grange N.S. 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.

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.

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.

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 students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.
- A transfer application form is available from the office. The school has a specific transfer application form (Appendix 3). A copy of this form may be obtained by contacting: office@milfordns.ie or (061) 339123. Other required documentation is listed in the accompanying letter.
- The address at which the applicant resides will be the address used by the school for correspondence regarding enrolment. It is the responsibility of the applicant to update the contact details supplied on the application form (if there is a change of address or telephone number).
- Forms are date-stamped on receipt by the school and an acknowledgement letter will be issued. No guarantees of places are given or implied by this acknowledgement.
- All the information requested in the Application Form is intended for the sole purpose of ensuring that the enrolment process follows fully the school enrolment policy.
- Following this evaluation the Admissions sub-committee will make a recommendation to the Principal. This recommendation will be dependent on a

place becoming available in the relevant class. The applicant will be placed on a waiting list for the relevant class. Parents must renew their applications each year to maintain their place on the waiting list by writing to the principal.

- All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which is appended to the letter of offer (and which may be viewed at www.milfordns.ie).
- Children enrolled in Milford Grange National School are required to co-operate with and support the School's Code of Behaviour and Anti-Bullying Policy, as well as all other policies on curriculum, organisation and management. Copies of these codes and policies are available on request or at www.milfordns.ie.
- The Board of Management holds Parent/Guardians responsible for ensuring that their child(ren) co-operate with these policies in an age- appropriate manner. A child may be suspended in accordance with the Department of Education Rules for National Schools (c.f. www.milfordns.ie).

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 Milford Grange 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.

Placement on the waiting list of Milford Grange N.S. 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.

This criteria, in order of preference, is as follows:

1. Preference will be given to siblings of children already enrolled. Preference will be given on the basis of the date of receipt by Milford Grange N.S. of the completed transfer application form.
2. Preference will be given to children of permanent school staff. Preference will be given on the basis of the date of receipt by Milford Grange N.S. of the completed transfer application form.
3. Preference will be given to children living (principal place of residence) within the Parish of Milford. Preference will be given on the basis of the date of receipt by Milford Grange N.S. of the completed transfer application form.
4. Preference will be given to children of parents working in the parish of Milford, or children of parents living (principal place of residence) in adjacent parish (Monaleen, Ahane-Castleconnell, St Patrick's-St Brigid's), or children of past-pupils. Preference will be given on the basis of the date of receipt by Milford Grange N.S. of the completed transfer application form.
5. All other transfer applications. Preference will be given on the basis of the date of receipt by Milford Grange N.S. of the completed transfer application form.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 1st October.

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

The board of Milford Grange 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 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

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parents/guardians 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 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 parents/guardians of 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.

The policy was ratified by the Board of Management of Milford Grange N.S. on 08/10/2025

Signed: Liam de Búrca Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Appendix 1

Milford Grange National School
Enrolment Application Form for Junior Infants for 20__
Return to Principal, Milford Grange National School, Castletroy, Limerick

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Please select the category the applicant is applying under

- Category 1 Brothers and sisters of children enrolled in Milford Grange National School.
- Category 2 Children of Permanent members of staff in Milford Grange National School.
- Category 3 Children living (principal place of residence) within the Parish of Milford
- Category 4 Children of parents working in parish of Milford
- Category 4 Children of parents living (principal place of residence) in adjacent parish
- Category 4 Children of Milford Grange N.S. past-pupils

Please indicate years as a pupil in Milford Grange NS _____

Category 5 All other applications.

Name and class of Sibling(s) currently enrolled: _____

Parish in which the applicant resides: _____

Parent(s)/Guardian(s) Details:

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

Address: _____

Home Tel. _____ Mobile _____ Email. _____

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

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Completed enrolment applications must be returned to **Milford Grange N.S., Castletroy, Co. Limerick**

Appendix 2

Milford Grange National School
Enrolment Form for Enrolment in Junior Infants for 20__
Return to Principal, Milford Grange National School, Castletroy, Limerick

Name of Pupil: _____	P.P.S. No.: _____
Date of Birth: _____	Gender M/F: _____
Home Telephone: _____	Religion: _____
Pre-School/Creche Attended: _____	Nationality: _____

If brothers or sisters currently attend Milford N.S. please state:

Name: _____	Class: _____
Name: _____	Class: _____

Address at which child resides (All correspondence will be sent to this address) *:

If either parent works in the Parish of Milford, please state:

Name and address of Employer: _____
Years in this employment: _____

If either parent/guardian previously attended Milford N.S. please state:

Name: _____ Years as a pupil of MNS: _____

Father's Name: _____

Address: _____

(If different from pupil's)

Mobile Tel No.: _____

Occupation: _____

No. of children in family: _____

Mother's Name: _____

Address: _____

(If different from pupil's)

Mobile Tel No.: _____

Occupation: _____

Place of this child in family: _____

Please note any medical problems/allergies your child may have or any special educational needs they may require:

Signature: _____

Date: _____

Signature: _____

Date: _____

** please append **Original of proof of residence** at this address.(e.g. utility bill in family name, originals only, less than 3 months old)*

*Please attach the **Original of the child's Birth Certificate** and 1 Passport Photograph and a stamped addressed envelope.*

FOR OFFICE USE ONLY:

Date of Receipt of Application: _____

Birth/Baptismal Certificate Yes • No •

Passport Photo Yes • No •

Administration Yes • No •

Original of Proof or Residence Yes • No •

Milford Grange National School Application Form for Transfer from Other Schools into Classes

Return to Principal, Milford Grange National School, Castletroy, Co. Limerick

Name of Pupil: _____

P.P.S. No.: _____

Date of Birth: _____

Gender M/F: _____

Landline Telephone: _____

Religion: _____

Requested Class & Year of Entry: _____

Previous School Attended: _____

Reason for change of School: _____

Address at which child resides (All correspondence will be sent to this address)*:

Father's Name: _____

Mother's Name: _____

Address: _____

Address: _____

(If different from pupil's)

(If different from pupil's)

Mobile No.: _____

Mobile No.: _____

Occupation: _____

Occupation: _____

No. of children in family: _____

Place of this child in family: _____

Please note any medical problems/allergies your child may have or any special educational needs they may require

Signature: _____

Signature: _____

Date: _____

Date: _____

* please append **Original of proof of residence** at this address.(e.g. utility bill in family name, originals only, less than 3 months old)

Please attach the **Original and one clean copy of the child's Birth Certificate** and 1 Passport Photograph and a stamped addressed envelope

FOR OFFICE USE ONLY:

Date of Receipt of

Application: _____

Birth/Baptismal Certificate Yes / No

Passport Photo Yes / No

Administration Yes / No

Proof of Residence Yes / No