

# Scoil Mhuire



## Admissions Policy

### **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 18<sup>th</sup> August 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 Scoil Mhuire 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**

Scoil Mhuire is a Catholic co-educational from Junior Infants to First class and all girls from Second to Sixth class primary school with a Catholic ethos under the patronage of Archbishop Dermot Farrell.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Mhuire 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.

Scoil Mhuire is a Presentation Catholic School which serves the community of Clondalkin.

In order to enable each child to realise his/her potential we seek:

- To create a caring and co-operative environment where tolerance and respect are nurtured.
- To build confidence and encourage a good work ethic.
- To promote trustworthiness.
- To develop socially well-adjusted and independent individuals.
- To recognise and meet the individual needs of each child.

The achievement of this depends on mutual co-operation and team work between children, parents, teachers and management.

### **3. Admission Statement**

Scoil Mhuire will not discriminate in its admission of a student to the school on any of the following:

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

As per Section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with Section 3 of the Equal Status Act 2000.

Scoil Mhuire 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 Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire 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.

Scoil Mhuire 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 school/special class**

- In the school year 2024/25 an ASD class was established.
- The registration process begins with a referral to the ASD Class from the SENO(Special Education Needs Officer), and/or contact from the parents.
- Parents/Guardians should notify the NCSE by 1 February and engage with them on the range of options which are available to meet the needs of their child or young person
- Parents/Guardians should obtain a letter from the NCSE to submit with their admission application for a special class or special school confirming that the child meets the requirements for enrolment to that setting.
- Please note applications will only be accepted on the basis of a psychological report with a primary diagnosis of Autism, provided by a qualified professional, within the last two years. A child must have a primary diagnosis of Autism/ Autistic Spectrum Disorder made using the DSM-IV or ICD 10 by a psychologist or psychiatrist and with a recommendation for ASD specific education /special class within a mainstream school i.e. there must be a recommendation by a psychologist in the report that a special class placement is both necessary and suitable for the child.

- The parent/guardian must fill in and return a School Enrolment Form as for all pupils. Enrolment Application Forms for 2025/2026 will be accepted from 10th October 2024.
- The closing date for the submission of enrolment applications is 10th January 2025.
- All applications received on or before this date will be acknowledged within 3 weeks of the closing day for the submissions of applications
- The Department of Education states that the ratio for each class is a maximum of six pupils to one teacher and two special needs assistants. There must be more than three pupils to access the second special needs assistant.
- This policy states that the parents/ guardians ( and the prospective candidates for the class if required) must meet the Principal, the class teacher and any other relevant parties before the child starts school. A meeting of new parents will be held prior to the commencement in the school, as with all pupils.
- This class is co educational.
  - It caters for **boys** from Junior Infants to First Class only i.e. the child will be dually enrolled in any age appropriate mainstream class. Their education in Scoil Mhuire will finish upon the completion of First Class as is the case for all boys enrolled in the school.
  - It caters for **girls** from Junior Infants to Sixth Class only i.e. the child will be dually enrolled in an age appropriate mainstream class. Their education in Scoil Mhuire will finish upon the completion of Sixth Class as is the case for all girls enrolled in the school.

The Principal implements enrolment policy on behalf of the Board of Management.

- **Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space and/or resources are not available.**

#### Decision-making

Decisions in relation to admission are made by the Board of Management in accordance with the school's enrolment policy. The Board of Management is bound by the D.E.S. rule which states that children may only be enrolled from the age of 4. We, in Scoil Mhuire have decided to accept children into Junior Infants who will have reached the age of 4 years on or before the 31st May of the calendar year of entry. The following criteria will be used to prioritise children for enrolment in the event of the number of applications exceeding the number of places available

- 1) Children in mainstream in Scoil Mhuire for whom a special class is recommended in a psychological report
- 2) Sisters and brothers of pupils in the school
- 3) Children living within the Clondalkin Parish boundary
- 4) Children living outside the Clondalkin Parish boundary.

Should there be more applicants than school places in any of the above categories, spaces shall be granted by consultation with the Board of Management where priority will be given to pupils who live closest to the school. Should the number of applicants exceed the number of places, a waiting list shall be drawn up following the above criteria. Any applicants who apply after the closing date will be added to this waiting list. These additions to the waiting list will be made in accordance with the above criteria. This waiting list will remain in operation until the day before a new enrolment period. All applicants on the waiting list will need to reapply during a new enrolment period. N.B. If the school does not receive the required documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/Guardian(s) to ensure that all supporting documentation is correct and is received by the school

### General Discharge policy

- It is the school's policy that all boys complete their education in Scoil Mhuire at the end of First Class. It is the responsibility of the parents/guardians, in consultation with the SENO, to source a suitable subsequent placement for the pupil.
- It is the school's policy that all girls complete their education in Scoil Mhuire at the end of Sixth Class. It is the responsibility of the parents/guardians, in consultation with the SENO, to source a suitable subsequent placement for the pupil.
- Discharge may also be recommended if the school, after consultation with the parents/guardians, feel that the placement is not appropriate. Discharge from the class may also happen if a pupil is fully integrated into mainstream school.
- All placements are subject to annual review or earlier at the request of parents and/or the school. The review will include input from all agencies involved, the parents/guardians and the school. Following the review, a recommendation may be made that the child be enrolled in a school that can meet his/her needs or be fully enrolled in a mainstream class.

### Refusal to Enrol and/or a Decision to Exclude

The Board of Management reserves the right to refuse enrolment to any pupil in exceptional circumstances where either:

- I. The pupil has special needs such that, even with additional resources available from the DES, the school cannot meet such needs and/or provide the pupil with an appropriate education OR
- II. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.
- III. Right of Appeal The Board's decision will be given in writing and the reason for the refusal will be clearly stated. The parents/guardians will be informed of their right to appeal the decision and will be supplied with the Appeal Application Form. The appeal will be made to the General Secretary, Appeals Administration Unit, D.E.S., Marlborough St, Dublin 1, on the relevant form. The appeal must be made within 42 calendar days from the date the decision of the Board of Management was notified to the parents/guardians. (C. 22/02). The school must be informed in writing of the decision to appeal.

## **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.

## **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:

1. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Clondalkin the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking).
3. Children residing outside the parish (the eldest child will also have priority).



All criteria should be on the basis that the eldest child has priority.

All applications are compiled in a list, dated, timed and kept on file.

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **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 preschool 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; (other than siblings of a student attending or having attended the school)
- (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 Scoil Mhuire 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 Scoil Mhuire, you must indicate:

- (a) 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
- (b) 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 Scoil Mhuire where:

- (a) it is established that information contained in the application is false or misleading.
- (b) 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.
- (c) 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
- (d) 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 Scoil Mhuire 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 Scoil Mhuire 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 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:

Students are admitted to the school to classes or years other than the school's intake group if they comply with admission criteria and if there is a suitable placement within the school for them.

#### **16. Declaration in Relation to the Non-Charging of Fees**

The Board of Management of Scoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or contributions 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**

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, 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 student, or in the case of a student 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 and Skills.

The Board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with Section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of Appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the Board of Management **prior to making an appeal** under Section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

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

Scoil Mhuire will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

Scoil Mhuire will comply with any direction served on the Board or the Patron under Section 37A and 67(4)(b).

Ratified by the Board of Management of Scoil Mhuire on \_\_\_\_\_

Chairperson BOM Ray Walsh Principal Sibhan Mc Dieman

Review Date: 07/11/2024