

Admission Policy of Scoil N. An Chroí Ró Naofa

School Address: Killinarden, Tallaght, Dublin 24

Roll number: 19543T

School Patron/s: Archbishop Dermott Farrell

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 **13th March 2024**. 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 N. An Chroí Ró Naofa 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 N. An Chroí Ró Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin.

"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 Sacred Heart SNS 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.

While striving to foster a Catholic ethos within the school, the school will afford recognition and respect to all religions.

The school acknowledges that each pupil has a range of needs including spiritual, moral, cognitive, emotional, imaginative, aesthetic, social, physical and cultural, and will endeavour to ensure that the curriculum presented responds to all of these needs.

The school recognises that the parents are the primary educators of their children and will strive to encourage the involvement of parents in as many ways as possible.

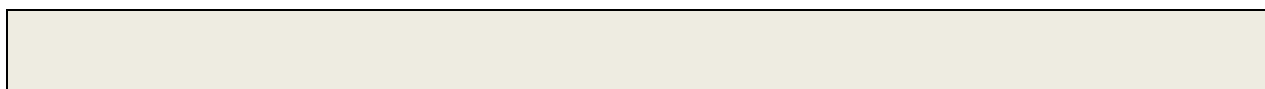
The school recognises its place as one of the many elements within the wider community, and will strive to develop and maintain appropriate linkages with representatives of the community.

The school will promote equality, tolerance and respect among pupils and staff in areas of gender, race, creed and physical and mental ability.

Déanfaimid ár ndícheall úsáid na Gaeilge a chothú.

The school seeks to embrace a child-centred curriculum that embodies the principles of active learning, collaboration and discovery.

The school will endeavour to enhance the wellbeing of everyone in the school community, to imbue in the pupils respect for people and property and to encourage them to be responsible citizens.



3. Admission Statement

Scoil N. An Chroí Ró Naofa 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 N. An Chroí Ró Naofa 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 N. An Chroí Ró Naofa 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 N. An Chroí Ró Naofa will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Scoil N. An Chroí Ró Naofa is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with a

category of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Special Educational Needs in the school - General

The School embraces the philosophy of inclusiveness and endeavours to reflect that philosophy in the admission of pupils with disabilities or other special educational needs.

The School welcomes applications from children with special educational needs. Such applications will be processed in accordance with the provisions of this Policy.

Pupils with special educational needs will be resourced in accordance with the level of resources provided by the DES and/or NCSE.

In order to assist the School in establishing the educational and care needs of a successful applicant, relevant to his/her ability or special needs, and to profile the support services required, the School requests that parent(s) of pupils who have been accepted for enrolment:

1. inform the School of any special needs as early as possible; and
2. ensure that copies of the child's medical and/or psychological report(s) and/or professional assessment(s) are provided so that provision can be made for that applicant's welfare and educational progress.

Where such a report is not available, and in the event that an applicant is accepted for enrolment, a request will be made that the successful applicant be assessed immediately. Following receipt of the report, the Board will assess how the school can meet the needs specified therein.

Where the Board deems that further resources are required, it will, request the DES and/or the NCSE and/or the HSE to provide the resources required to meet the needs of the child as outlined in the medical and/or psychological and/or medical report(s).

The School may seek any other relevant information in relation to a successful applicant, which it considers necessary.

The Principal may, in conjunction with the Special Educational Needs Organiser ("SENO") or the DES inspector, meet with the parent(s) of the child to discuss the child's needs. This meeting is not a condition of enrolment.

5. Categories of Special Educational Needs catered for in the Special Class

The school, with the approval of the Minister for Education, will establish two Special Classes to provide an education exclusively for students with Autism/ Autistic Spectrum Disorders.

The following criteria will apply when making an application for one of these classes:

1. Each child must have a full Psychological or Multi-Disciplinary Assessment Report which must specify a diagnosis of Autism/Autistic Spectrum Disorders meeting DSMV or ICD10 criteria.
2. Each child must have a current recommendation that a special class placement attached to mainstream primary school is required i.e. within 2 years of the application deadline date.
3. The parents/guardians must fill in and return a School Enrolment form indicating that the application is for the special class. To confirm a diagnosis and recommendation as outlined in no.1 and no.2 above, all relevant reports and assessments should be furnished to the school as part of the application.
4. The school currently accommodates one special classes for children with Autism, covering the senior age range of the primary school.
5. In general, a class has a maximum ratio of 6 pupils to one teacher and two SNAs. There must be more than three pupils to access the second SNA.

While the school awaits the provision of additional accommodation, the current special class has a maximum of three pupils supported by one teacher and one SNA.

6. As per school's enrolment policy the classes will accommodate pupils of senior primary school age only i.e. boys/girls aged eight years to thirteen years .

Scoil N. An Chroí Ró Naofa promotes the inclusion of children attending the special classes into the relevant mainstream class. This will be determined based on an individual needs basis and reviewed regularly.

6. 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

Scoil N. An Chroí Ró Naofa is a Catholic and may refuse to admit as a student a person who is not Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to Scoil N. An Chroí Ró Naofa provides an education exclusively for students with Autism/Autistic Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

7. 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 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:

Selection Criteria for Admission to Mainstream Classes

- 1) Children of Sacred Heart Junior School, Killinarden, Tallaght (the eldest child will have priority in this ranking).
- 2) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Killinarden (the eldest child will have priority in this ranking)
- 3) Children of staff (the eldest child will have priority in this ranking).
- 4) Children residing outside the parish of Killinarden within 5km radius (the eldest child will have priority in this ranking).
- 5) Children residing outside the parish of Killinarden greater than 5km radius (the eldest child will have priority in this ranking).

Selection Criteria for Admission to Special Classes

- 1) Children already enrolled in Scoil N. An Chroí Ró Naofa (19543T) meeting the criteria for enrolment set out in Section 5 (the eldest child will have priority in this ranking).
- 2) Children enrolled in Sacred Heart Junior School, Killinarden, Tallaght and children resident in the parish of Killinarden (the eldest child will have priority in this ranking).
- 3) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish (the eldest child will have priority in this ranking)
- 4) Children of staff (the eldest child will have priority in this ranking).
- 5) Children residing outside the parish of Killinarden - within 5km radius (the eldest child will have priority in this ranking).
- 6) Children residing outside the parish of Killinarden - greater than 5km radius (the eldest child will have priority in this ranking).

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:

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

8. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

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

9. Decisions on applications

All decisions on applications for admission to [school name] 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.

10. 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 19](#) below for further details).

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

In accepting an offer of admission from Scoil N. An Chroí Ró Naofa, 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.

12. 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 N. An Chroí Ró Naofa where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

13. 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).

14. 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 N. An Chroí Ró Naofa 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 N. An Chroí Ró Naofa 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.

15. 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.

16. 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:

Pupils wishing to transfer to Scoil N. An Chroí Ró Naofa from another school will be enrolled except where:

- a) the school is oversubscribed. The number of spaces available in classes is determined by the Board of Management.
- 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

Applications will be considered following the submission of the following documentation:

- a. Fully completed Enrolment Application Form.
- b. Copy of Birth Certificate.
- c. Proof of Address

An Enrolment Application cannot be processed until all required documentation is provided.

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 will be processed in order of the date upon which they are received. Applications must be fully completed to be considered in this regard.

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

The board of Scoil N. An Chroí Ró Naofa 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

18. 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.

19. 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.

This policy is subject to regular review by the Board of Management.