Scoil Mhuire

ADMISSION 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 (as amended). 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 25/09/2025. It is published on the school's website and will be made available in hardcopy, on request, to any person who seeks 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 primary school serving the community of Clondalkin, Dublin 22. It caters for girls from Junior Infants to Sixth Class and boys from Junior Infants to First Class. The school has a Catholic ethos and is under the patronage of 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, providing 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.

In order to enable each child to realise his/her potential the school seeks:

- 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 these aims 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 (as amended).

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 NCSE 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. Admission of Students

The Board of Management is bound by the Department of Education 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.

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.

Special Class (Autism)

Eligibility Criteria for Enrolment

- Scoil Mhuire with the approval of the Minister for Education has established a class to provide education exclusively for students with Autism.

- To be considered for admission to a special class for students with autism for the 2026/2027 school year onwards, the following must be provided in support of such an application:

Professional report(s) outlining: *Diagnosis of special educational needs *(e.g.Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi - disciplinary report)* AND *A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports AND * Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same AND * A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for students with Autism.

- 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 coeducational.
  - 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.

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.

Procedures for appealing the Board's decision not to enrol a pupil are set out in Section 11 below.

5. Oversubscription

Should the number of applicants exceed the number of places, a waiting list shall be drawn up.
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:

a) Siblings and step-siblings 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).
b) Children of staff (the eldest child will have priority in this ranking).
c) Children residing outside the Clondalkin Parish boundary (the eldest child will have 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. 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 whose parents applied earliest.

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.

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.

6. 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.

7. Decision 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.

8. Notifying Applicants of Decisions

Applicants will be informed by email 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 the 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).

9. Acceptance of an Offer of a Place by an Applicant

In accepting an offer of admission from Scoil Mhuire, the applicant must indicate:

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

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

10. 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/guardian of a pupil, 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 9 above.

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:

a) 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

b) In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

11. 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. 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 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.

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. 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.

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)

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. 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.

14. 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.

15. 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.

16. 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.

Ratified by the Board of Management of Scoil Mhuire on:

Chairperson BOM Ray Walsh.

Principal Siobhán McKiernan

Date: 13/10/25