

Admission Policy of Scoil Mhuire, Ballyboden, D16.



School Address: Scoil Náisiúnta Mhuire, Ballyboden, Rathfarnham, D16.

Roll number: 19490B

School Patron/s: Dr. Dermot Farrell, Roman Catholic Archbishop of Dublin.

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.

This admissions policy applies to enrolment to our mainstream classes. For admission to our early intervention classes for children with Autism, our one primary age special class and any other special classes which may be opened, this policy document also applies but must be read with policy documents and admissions statements particular to those classes.

This policy was approved by the school patron on the *24th of May 2023* and subsequently the school's board of management on the *27th June 2023*. 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 the admission process at Scoil Mhuire, Ballyboden are set out in the school's annual admission notice which is available on request from the office and 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 hard copy from the office on request to any person from the October of the year prior to enrolment.

2. Characteristic spirit and general objectives of the school

Scoil Mhuire, Ballyboden, is a Catholic co-educational full stream primary school with a Catholic ethos under the patronage of the Catholic Archbishop of Dublin, Dr. 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 our pupils, including intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and 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 pupils in the Catholic faith in partnership with parents/guardians and our local parish community

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, Ballyboden 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.

Our school community sees as its mission and central to all our activities to foster the personal, moral, intellectual and social development and growth of the whole child through partnership with parents, teachers and the wider school community in a safe and happy learning environment.

We seek at all times to promote the development of the whole child in a safe learning environment, so that they are happy children with a sense of pride in their school.

We strive to provide a safe environment in which parents, teachers and pupils work collaboratively to ensure the realisation of each child's full potential (academically, socially, emotionally, physically and spiritually).

Currently our school holds twenty-one full time teaching posts, including the principal. Eleven posts are in mainstream classes and of these two presently shared. Seven teachers work in learning support, resource or in a special educational setting. We also hold a home / school / community liaison post. The school employs eleven Special Needs Assistants. The school caters for the full range of classes from Junior Infants to Sixth class and provides two early intervention classes for children on the autistic spectrum

Children enrolled in Scoil Mhuire, Ballyboden are required to co-operate with and support the school's Code of Behaviour as well as all other policies. Parents/Guardians are responsible for ensuring that their child(ren) co-operate with these policies in an age-appropriate way. A copy of the Code of Behaviour will be issued to all parents and each parent will be requested to sign an undertaking to uphold the school's Code of Behaviour and Policy in all areas.

Scoil Mhuire, Ballyboden operates under the Rules for National Schools and Departmental Circulars and is funded by grants and teachers resourced by the Department of Education and Skills. The school is subject to The Education Act (1998), The Education Welfare Act (2000), The Education for Persons with Special Education Needs Act (2004) and all relevant equality legislation. Scoil Mhuire, Ballyboden follows the curricular programmes laid down by the Department of Education and Science.

3. Admission Statement

Scoil Mhuire, Ballyboden 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Mhuire, Ballyboden 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, Ballyboden, 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.

Scoil Mhuire is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

Scoil Mhuire is a school whose objective it 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 Roman Catholic when it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire is a school which has established two pre-school early intervention units for and is now required to establish a special class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories 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.

Scoil Mhuire is a school which has established a mainstream special class, by order of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories 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. Categories of Special Educational Needs catered for in the early intervention units and our primary school special class.

Scoil Mhuire with the approval of the Minister for Education and Skills, has established two early intervention classes to provide an education exclusively for pre-school students with an ASD. All children enrolled in the classes must over three years of age on entry and cannot be six during their final placement year. Pupils must be under six on the 1st of September following their final year in the early intervention class. Applicants are eligible therefore on age grounds if do not reach their 6th birthday in their final year in the pre-school early intervention class.

Scoil Mhuire by order of the Minister for Education and Skills, has established a primary school special class to provide an education exclusively for children with an ASD for primary school age children (4-12). Scoil Mhuire does not discriminate against applicants in refusing enrolment to children who do not have that special educational need or are not of primary school age (4-12).

5. Admission of pupils with Special Educational Needs

The board of management welcomes all eligible children to our mainstream classes including those with a special educational need. Therefore, the board of management does ask for disclosure of or consider the educational need of a child at enrolment. The board of management of Scoil Mhuire endeavours to deploy the additional resources provided by the Department of Education and Skills to the school, to meet the needs of those children and achieve best educational outcomes for these children.

However, following admission the Board of Management, through the principal, shall request a copy of the child's medical report, psychological report and other relevant information or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources and supports in place before the child commences school. These may include the visiting teacher service, resource hours, access to special needs assistance, specialised equipment or furniture, transport services etc.

The principal may also meet with the parents of the child with special needs to discuss the child's strengths and needs and if necessary a full case conference may be called to include parents, the class teacher, learning support teacher, resource teacher, educational psychologist, speech therapist, social workers etc. as appropriate to assist in clearly identifying the supports required to provide a quality educational experience for the child.

6. Admission of Students

Decisions in relation to application for admission are made by the Board of Management. Parents will be notified of acceptance of their children.

Scoil Mhuire, Ballyboden shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 7](#) below for further details)
- b) the child has not yet reached his/her 4th birthday
- c) 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

The early intervention classes attached to Scoil Mhuire, Ballyboden provide a pre-school education exclusively for students with an Autistic Spectrum Disorder and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in this class and/or does not meet the age criteria.

The primary school special class, attached to Scoil Mhuire, Ballyboden, provides an education exclusively for students with a specific category of special educational needs, children with an ASD 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 and/or does not meet the age criteria.

Scoil Mhuire, Ballyboden is a Roman 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.

7. Oversubscription

To assist the school in the presently unlikely event that more parents seek enrolment than our school can accommodate, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Science guidelines in relation to class size and staffing provisions.

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 Our Lady of Good Counsel, Ballyboden with priority in this ranking going to the eldest child.
- b) Children of staff members with priority in this ranking going to the eldest child.
- c) Children residing outside the parish with priority in this ranking going to the eldest child.

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 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.

Scoil Mhuire welcomes children from families all faiths and none. However, at enrolment parents of Non-Catholic children will be made aware that the school has a Roman Catholic ethos and is under the patronage of the Catholic Archbishop of Dublin and that while we welcome and embrace diversity in our school community, religious education, traditions, customs, practice and our celebrations / festivals will be primarily from the Roman Catholic tradition.

Pupils may be enrolled during the school year if newly resident in our community or locality. Pupils wishing to transfer from other schools are enrolled subject to the Rules for National Schools, the Education Welfare Act and the school's admissions policy. Parents of children transferring are required to submit all relevant documentation from previous schools including any Educational Psychological Assessments and attainment records following admission to our school.

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:

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

9. Decisions on applications

All decisions on applications for admission to Scoil Mhuire, Ballyboden will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 Mhuire, Ballyboden, applicants must indicate —

- i. 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
- ii. whether or not they have applied for and 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.

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 Mhuire, Ballyboden 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 11](#) 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 unlikely 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, Ballyboden 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, Ballyboden 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.

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 other than the school's intake group are as follows:

- i. All decisions on admission will be based on the school's admission policy and the information provided by the applicants. The procedures and requirements contained in [sections 1 -15](#) apply also to students seeking enrolment to a class other than the intake class.
- ii. Parents / Guardians apply for admission on the school's enrolment form which is available from the office on request.
- iii. Parents and Guardians shall provide the school with all the information requested in the enrolment form and all relevant information from the schools the child(ren) attended previously.
- iv. The principal may offer a place in the class appropriate for the child's age if the number of students already in that class means that the class is not already oversubscribed.
- v. The child's parent or guardian may appeal a decision to refuse admission under the procedures outlined in [section 19](#).

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:

- i. All decisions on admission will be based on the school's admission policy and the information provided by the applicants. The procedures and requirements contained in [sections 1 -15](#) apply also to students seeking enrolment after the commencement of the school year.
- ii. Parents / Guardians apply for admission on the school's enrolment form which is available from the office on request.
- iii. Parents and Guardians shall provide the school with all the information requested in the school's enrolment form and all relevant information from the previous schools the child(ren) attended.
- iv. The principal may offer a place in the class appropriate for the child's age if the number already in that class means that the class is not already oversubscribed.
- v. The child's parent or guardian may appeal a decision to refuse admission under the procedures outlined in [section 19](#).

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

The board of Scoil Mhuire, Ballyboden 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 guardians have 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 guardian(s) to discuss how the request may be accommodated by the school.

19. Reviews/appeals

Review of decisions by the Board of Management

The parent(s) or guardian(s) 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 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.

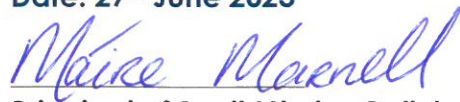
Ratified by Board of Management on: 27th June 2023

The board undertakes to review this policy again before the end of June 2024

**Signed on behalf of the
Board of Management:**


Chairperson, Board of Management
Fr. John Hughes, OSA

Date: 27th June 2023


Principal of Scoil Mhuire, Ballyboden
Ms. Máire Marnell

Date: 27th June 2023