

# Admission Policy



## Admission Policy of Scoil Mhuire Junior

**School Address: Blakestown Way,  
Mulhuddart  
Dublin 15**

**Roll number: 19605P**

**School Patron: Archbishop Dermot 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 **10<sup>th</sup> March 2022**. 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 Junior 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 Junior 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 Scoil Mhuire Junior 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.

### **Mission Statement**

Scoil Mhuire Junior is a co-educational, Catholic, primary school, which strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While Scoil Mhuire Junior is a school with a Catholic ethos, it also respects all other religions.

Scoil Mhuire Junior will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Scoil Mhuire Junior will encourage the involvement of parents through home/school contacts and through the future formation of a Parents Association

Scoil Mhuire Junior will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupil respect for people and property and to encourage in them the idea of being responsible.

Déanfaimid gach iarracht ár gcultúr agus ár ndúchas a chothú agus a choimeád beo trí gnáthsaol na scoile.

***"Do your best, try your best".***

Scoil Mhuire Junior supports the principles of :

- Inclusiveness, with reference to the enrolment of children with a disability or other special educational needs.
- Equality of access and participation in the school
- Parental choice in relation to admission Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

### **3. Admission Statement**

Scoil Mhuire Junior 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 Junior is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of a Catholic religious denomination and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Mhuire Junior is a school which has established a class, with the approval of the Minister for Education and Skills, 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. Categories of Special Educational Needs catered for in the school/special class

Scoil Mhuire Junior with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD).

#### 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

Scoil Mhuire Junior is a Catholic School and may refuse to admit as a student a person who is not of Catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

No pupil must be older than 8 years of age on the 1<sup>st</sup> of September in 2<sup>nd</sup> class.

The special class attached to Scoil Mhuire Junior provides an education exclusively for students with a diagnosis of Autism Spectrum Disorder (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.

The Autism Class has a maximum capacity of six pupils in one class. In setting up the class the Board of Management is committed to developing an educational setting which is focused on the needs of pupils and enables learning to take place in a safe environment, in which pupils learn a range of skills that will facilitate their making a gradual transition into mainstream classes with their own age cohort. Parental involvement in the pupil's learning is encouraged and valued. It ensures consistency between the student's various learning environments. The teaching methodologies employed in the class will be those that are deemed most appropriate to the individual pupil's learning needs.

##### **Criteria for Admission to the Autism Class**

The following is the school's criteria for admission to the Autism Class:

1. Parents who wish to enrol their child in the Autism Class must indicate this in the relevant section on the enrolment application form.
2. An applicant will not be enrolled in the class unless he/she is four years of age on/before the 1<sup>st</sup> January preceding the academic year for which the application is being

made.

3. No pupil shall be older than eight years of age during his/her last year in the class.

4. The following must be included with the application form;

- A professional report detailing a diagnosis of a qualifying Autistic Spectrum Disorder (DSM V or ICD 10)
- A recommendation to attend an Autism Class attached to a mainstream school.
- Report from a Speech and Language Therapist where applicable.
- Report from an Occupational Therapist where applicable.
- A report from a Psychologist on the student's cognitive ability/learning profile where applicable.
- Any other relevant information (e.g. medical conditions).

***Parents must note that a guarantee of supports by outside agencies e.g. (HSE) cannot be provided. The school does not have the resources to provide or follow up on these services.***

#### **Procedures after application form has been received**

- On the receipt of a completed application by the school, the child's name will be placed on the list of applicants for a place in the Autism Class of Scoil Mhuire Junior School.
- When a complete application is submitted the date and time of receipt are noted on the application form and an acknowledgement is given indicating that the application has been received.
- The Board of Management will decide on the acceptance or otherwise of the application. In the event that there are more applications than there are places, unsuccessful applicants will be placed on a waiting list, and when a place becomes available the child will be offered a place in accordance with our enrolment criteria. The waiting list will be maintained only for the duration of the academic year, for which the application was made.
- The parents and the applicant are invited to a meeting with the Autism Class coordinator and are encouraged to bring reports from the applicant's present educational setting to this meeting.
- If offered a place, the parents must confirm in writing within 21 calendar days of the date on the letter that the place is being accepted. If this confirmation is not received within that time, the school will take it that the place is not being accepted and the place will be allocated to another applicant.
- A process of phased attendance to the class will operate for students.

#### **Placement and Continuing Placement of a Pupil in the Class**

- The individual needs of each student are constantly reviewed to ensure that the ASD class is the appropriate setting to meet the student's needs. A review of each student's progress and his/her Individual Education Profile will be carried out in

consultation with parents and other professionals where necessary.

- The school reserves the right to review the student's progress at the end of each academic year to determine whether the class continues to be an appropriate placement for him/her.

### **Transition from the ASD Class into Mainstream**

Arrangements for students' inclusion into a mainstream class will be made according to their level of need and attainments. School personnel will decide when inclusion into a mainstream setting is appropriate.

### **Refusal to Enrol**

1. The school reserves the right to refuse enrolment to any applicant who does not comply with the terms of the Admissions Policy.

## **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:

### **Selection criteria as follows:**

- a) Children of Early Start classes
- b) 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)
- c) Children of staff (the eldest child will have priority in this ranking).
- d) Children residing outside the parish (the eldest child will also have priority).

### **Selection criteria for Special Class as follows:**

- The Board of Management will decide on the acceptance or otherwise of the application. In the event that there are more applications than there are places, unsuccessful applicants will be placed on a waiting list, and when a place becomes available the child will be offered a place in accordance with our enrolment criteria.

- In the event that there are two or more children tie for places(s) in any of the selection categories above (number of applicants exceeds the number of remaining places) the following arrangements will a
- The eldest child will take precedence in mainstream setting
- The eldest child will take precedence in Special Class setting.

In the event that two or more applicants are tied for a place, the following oversubscription will be applied: Random selection in respect of each category identified above. This selection will be observed by an independent observer.

## 7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than siblings of a student attending or having attended the school as per Enrolment Criteria.
- (f) the date and time on which an application for admission was received by 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 Junior 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 Junior, you must indicate—

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

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

## **11. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Mhuire Junior 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.



## **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 Junior 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 Junior 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:

### **Application for immediate admission in the current school year**

Subject to availability of suitable vacancies as decided by the Board of Management, pupils will be offered a place in accordance with our admissions policy and enrolment criteria.

### **OR:**

If there are places available in that year group and there is no waiting list, applications will be processed adhering to our admissions policy

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:

### **Application for immediate admission in the current school year**

Subject to availability of vacancies as decided by the Board of Management, pupils will be offered a place in accordance with our admissions policy and enrolment criteria.

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

This rule applies to all schools.

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

This section must be completed by schools that provide religious instruction to students.

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.

Approved by the Board of Management on the 28<sup>th</sup> February 2022

Signed: *Joan Ashbrook*

Dated: *28<sup>th</sup> February 2022*