

DUBLIN DIOCESAN ADMISSION POLICY

WITH SECTION 2 AND 17 COMPLETED

THIS IS THE DOCUMENT THAT SHOULD FORM THE BASIS FOR DISCUSSION AT
BOARD OF MANAGEMENT AND SHOULD BE USED BY SCHOOLS UNDER
ARCHBISHOP DIARMUID MARTIN'S PATRONAGE

Admission Policy of Scoil Mhuire

**Rathsallagh
Shankill
Dublin 18**

Rolla:19497P

School Patron/s:Diarmuid Martin

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 It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Mhuire admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Mhuire is a Catholic co-educational primary school with one special class for children with autism & with a Catholic ethos under the patronage of the Bishop 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] shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Scoil Mhuire is a Roman Catholic School (which is established in connection with the Minister of Education) aims at promoting the full and harmonious development of all aspects of the person of the 2 pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life, death and resurrection of Jesus Christ. The Catholic school provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic faith.

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.

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All denominational schools

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 and it is proved that the refusal is essential to maintain the catholic ethos of the school.

Special Education Classes

Scoil Mhuire is a school which has established one special class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with the category of ASD as 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 ,with the approval of the Minister for Education and Skills, has established one class to provide an education exclusively for students with Autism Spectrum Disorder. (ASD)

The following criteria will apply when making a decision regarding an application for this class:

Enrolment of Children in the Special Classes for children with Autism • Each child must have a full current (within 18 months) Psychological & Cognitive Assessment, which must specify a diagnosis of 'Autism/Autistic Spectrum Disorder without significant intellectual impairment i.e. DSMV or ICD10 and a recommendation for a special class placement in a mainstream school from such a professional report.

- **The assessment report provided must include a report from a member of a multidisciplinary team. A multi-disciplinary team may consist of Clinical Psychologist,Occupational Psychologist,Speech and Language Therapist,Social Worker and Physiotherapist. All reports and assessments must be provided to the school for the Admissions Team**
- **The child must have a primary diagnosis of Autism/Autistic Spectrum Disorder ,without significant intellectual impairment ,made using the DSM-V or ICD 10or equivalent by the psychologist or member of the Multidisciplinary Team.If a child also presents with a general learning disability, it must fall within the mild range.(this diagnosis must be made using a professionally recognised clinical and psychological assessment procedure)**
- **Parents must include a report from the child's current educational setting.All reports and assessments must be given to the school once the child has been offered a place in the school.**
- **The parents/guardians must fill in and return a School Enrolment form as for**

all pupils.

- The Admissions Policy states that the parents/guardians (and the prospective candidates for the class if required) will be invited to meet the

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principal, deputy principal and a member of the Admissions Team -ASD class teacher, the class teacher and any other relevant parties before the child starts school. This is a preliminary meeting and does not constitute an offer of a place in the unit

- First preference will be given to pupils attending Scoil Mhuire where a transfer will take place from mainstream to special classes if criteria have been satisfied.
- Places will be offered in writing to those pupils who satisfy the enrolment criteria, subject to all criteria being met and resources being available ● An acceptance form must be filled in and returned to the school within the required time period.
- *The Board of Management states that, as per DES instruction, the school will accommodate a maximum of one special class for children with Autism, to include Junior and Senior classes covering the age range of the primary school. However, the preference of the school is for the establishment of a class catering for Infants to 2nd class, and to keep as little discrepancy as possible between pupils of this age-group in the ASD unit.*
- The Department of Education & Skills states that the ratio for each class is a maximum six pupils to one teacher and two SNAs. There must be more than three pupils to access the second SNA.
- An Induction meeting of new parents will be held prior to commencement in the school, as with all pupils.
- The classes will be co-educational and will cater for children of primary school age only – i.e. four years to thirteen years, in accordance with the age range specified in our policy.
- . In accordance with section 23(4) of the Education (Welfare) Act a parent/guardian must confirm compliance with the school's Code of Behaviour. The Board of Management reserves the right to refuse enrolment if this confirmation is not received prior to the pupil attending the school.
- The parents/guardians must accept and agree to the school's Code Of Behaviour and the terms of this policy
- The Board also reserves the right to continue to suspend or expel a child under 'Health & Safety' regulations and in conjunction with the school 'Code of Behaviour' as per the National Education Welfare document if the need should arise.
- A placement breakdown can sometimes occur. All placements are subject to review at the request of the parents and/ or the school. The review will include input from all agencies involved (through a multi-disciplinary team meeting), the parents/guardians and the school. Following the review a recommendation may be made that the child be enrolled in a school that can better meet his/her needs.
- Integration will be determined based on the individual needs of the child, and through discussion with the parents/guardians and the relevant class/support teacher. Following agreement, phased integration will take place in as appropriate
- The final decision as to the placement of a child in the ASD class

lies with the Board of Management.

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

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The school reserves the right to refuse enrolment to any student where either: 1. The student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health the school cannot meet such needs and/or provide the student with a education in line with the assessment, recommendations and needs analysis received, and the Individual Educational Profile drawn up by the school.

2. In the opinion of the Board of Management, the student poses a risk to the health and safety of the other students, to school Staff or to school property.

Any applicant who applies for and is not offered a place in Scoil Mhuire has the right to appeal the decision, under Section 29, with the Department of Education & Skills.

- **Support by Outside Agencies**

Parents please note that a guarantee of support by outside agencies such as the HSE or

Enable Ireland cannot be provided by the school. Children who require speech therapy,

occupational therapy, physiotherapy etc will be dependent on local services, public or

private. The school does not have the resources to follow up on these services and it is up to

the parents/guardians to ensure that all possible services are being accessed and being

availed of and that all reports and recommendations are provided to the class teacher for

inclusion in the child's IEP, where possible.

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

All denominational schools

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

Special Education Class

The Special Education Class/ASD Unit attached to Scoil Mhuire provides an education exclusively for students with A.S.D. ,without significant intellectual impairment, 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

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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:

In the event that the number of children seeking enrolment exceeds the number of places available in any class, the following criteria, in order of priority, shall apply to all new applicants:

- brothers and sisters of children already enrolled in the school who reside within the catchment area of Scoil Mhuire in the parish of Shankill
 - Catholic children who reside within the catchment area of Scoil Mhuire in the parish of Shankill
 - brothers and sisters of children already enrolled in the school who reside outside the catchment area of Scoil Mhuire in the parish of Shankill
 - Catholic children who reside outside the catchment area of the parish of Shankill .
- All other children.

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:

- Age shall be the criteria applied.i.e. the pupils will be admitted in order of age, older children first.

- Admission to ASD unit ;

If the demand from suitable candidates exceeds the available places,the pupils may be put on a waiting list for the unit. First preference will be given to existing Scoil Mhuire pupils that fulfil the criteria, then places will be offered according to the age, subject to the above selection criteria which seeks to have the Junior Infants to 2nd class group as cohort in our ASD unit.

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, other than in relation to a student's prior attendance at—

- (I) an early intervention class, or
- (II) an early start pre-school, specified in a list published by the Minister from time to time;

(b) the payment of fees or contributions (howsoever described) to the school; (c) a student's academic ability, skills or aptitude (except for the ASD unit);

(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;

HOWEVER,SCOIL MHUIRE STRONGLY ENCOURAGES PARENTS/GUARDIANS TO ATTEND THE TRANSITION TO PRIMARY SCHOOL MEETINGS

(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;

- (1) siblings of a student attending or having attended the school and/or
- (2) parents or grandparents of a student having attended the school: to a maximum of 25% of the available spaces as set out in the school's annual admission notice).

(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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

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

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of

the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from Scoil Mhuire, you must indicate—

(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 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; 8

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Mhuire were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Mhuire is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting

list, in accordance with the order of priority in relation to which the students have been placed on the list.

Waiting List for ASD Unit:

If the demand from suitable candidates exceeds the available places, the pupils may be put on a waiting list for the unit. Preference will be given according to age of pupils, with pupils from Junior Infants to 2nd class being prioritised. If all prospective pupils on the waitlist are in this age range, then places will be allocated in order of the placement on the waiting 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

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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:

the BOM reserves the right to take into consideration a number of factors including, but not limited to, class size, staffing provisions, physical space and the health and welfare of the children and existing school community.

APPLICATIONS WILL BE ACCEPTED BY EMAIL OR POST, COMPLETED ENROLMENT FORMS AND ALL DOCUMENTATION IS TO BE SUBMITTED.

IF THERE IS ROOM IN THE RELEVANT CLASS, THE PUPIL WILL BE ACCEPTED. IF THE CLASS IS FULL, THE PUPIL'S NAME WILL BE PLACED ON A WAITING LIST FOR THAT PARTICULAR YEAR

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:

Pupils may transfer to the school from other schools at the beginning of each quarter (1 st July, 1 st October, 1 st January or 1 st April), or as soon as the school is open after that date, subject to the school's Enrolment Policy, the availability of places and, in some cases, the approval of the Department of Education & Skills. In considering student transfers, the Principal (on behalf of the BOM), will ask for a reference from the pupil's current teacher, copies of the last three school reports and Standardised Test Results, where available. The Principal will also contact the Principal of the other school for a report, as required by the Educational (Welfare) Act 2000, and the parents/guardians will be notified of the BOM's decision in writing within 21 days.

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

This rule applies to all schools.

The board of Scoil Mhuire 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.

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17. Arrangements regarding students not attending religious instruction

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

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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 was approved by the Board of Management of Scoil Mhuire
on..... Signed by Chairperson of the
B.O.M..... Review
date:.....