

Scoil Mhuire

Shankill, Dublin 18. Tel: 01 282 3507 Principal: Brian Coleman
Roll No. 19497p email: secretary@scoilmhuireshankill.ie www.primaryschoolshankill.ie

Admission Policy of Scoil Mhuire

School Address: Rathsallagh, Shankill, Dublin 18

Roll number: 19497P

School Patron: 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. Scoil Mhuire operates under the Rules for National Schools (1965), The Education Act (1998), The Education Welfare Act (2000), enacted sections of The Education of Persons with Special Education Needs Act (2004), and all relevant equality legislation and Department of Education and Skills (DES) Circulars.

The policy was approved by the school patron on 26/5/26. It is published on the school's website and will be made available in hard-copy, on request, to any person who requests it.

The relevant dates and time-lines 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 hard-copy on request to any person who requests it.

General School Information:

1. Scoil Mhuire

Rathsallagh, Shankill, Dublin 18

Roll Number: 19497P

Tel: 01-2823507

Gender Orientation of School: Co-Educational Junior Infants - 6th Class.

2. Characteristic spirit and general objectives of Scoil Mhuire

Scoil Mhuire is a Catholic primary school with a Catholic ethos under the patronage of Archbishop of Dublin. 'Catholic Ethos' in the context of Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

1. The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. A living relationship with God and with other people; and
3. A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and the formation of the pupils in the Catholic faith. This 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.

Mission Statement:

Our aims are:

- (a) To help pupils realise their potential and be confident of their own ability;
- (b) To help our pupils to make decisions and to develop a sense of discipline;
- (c) To encourage the uniqueness of each child and to help them to develop relationships with others around them;
- (d) To celebrate the diversity of our pupils' differing cultural backgrounds.

The school has a Catholic ethos inclusive of pupils of different persuasions whose religious outlooks are respected. Acknowledging that parents are the primary educators, we are inspired by a shared vision of excellence and we espouse a partnership approach. While we value high academic achievement; nurturing the social, personal and moral development of our pupils is of equal importance. We view the school as a learning organisation which is open to change and innovation while cherishing the best educational, cultural and religious traditions of our society.

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.

Scoil Mhuire 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 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.

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

Schools with special education class

Scoil Mhuire 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

In the case of a mainstream school with a SEN class attached

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

Scoil Mhuire 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 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 has a special class to provide an education exclusively for students with Autism Spectrum Disorder.

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.
- c) an application is made for a place in the AS class where the child does not have a specified category of special needs provided for in this class.

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

School with special education class

The special class attached to Scoil Mhuire provides an education exclusively for students with an Autistic Spectrum (AS) diagnosis 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.

5.1 Over-subscription Admission of Students to the Autism Class

A) A professional report with; a Diagnosis of 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 autism.

In the event that the class is oversubscribed, the school will create a waiting list from which any vacancies arising within the school year will be allocated. (See Section 6 and 13 below).

As recommended by the National Council for Special Education (NCSE), placement in the special class will be reviewed by the school on a regular basis.

6. Over-subscription

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 time-line for receipt of applications as set out in the school's annual admission notice:

6.1 For children applying to classes Junior Infants - 6th

a) Children who have siblings already enrolled in Scoil Mhuire;

b) Children of staff members of Scoil Mhuire (the eldest child will have priority in this ranking);

School with special education class

The special class attached to Scoil Mhuire provides an education exclusively for students with an Autistic Spectrum (AS) diagnosis 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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A) A professional report with; a Diagnosis of 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 autism.

In the event that the class is oversubscribed, the school will create a waiting list from which any vacancies arising within the school year will be allocated. (See Section 6 and 13 below).

As recommended by the National Council for Special Education (NCSE), placement in the special class will be reviewed by the school on a regular basis.

6. Over-subscription

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 time-line for receipt of applications as set out in the school's annual admission notice:

6.1 For children applying to classes Junior Infants - 6th

- a) Children who have siblings already enrolled in Scoil Mhuire;
- b) Children of staff members of Scoil Mhuire (the eldest child will have priority in this ranking);

c) Resident in the designated catchment area of Scoil Mhuire in the parish of Shankill (the eldest child will have priority in this ranking)

d) Children residing in the wider Shankill area

e) Children residing outside the parish of Shankill (the child residing the shortest distance from the school will be given priority).

6.2 Oversubscription in the AS class

In the event that the school's AS class is over subscribed 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 time-line for receipt of applications as set out in the school's annual admission notice

a) The applicant must have a professional report which must specify a diagnosis of 'Autism' in line with DSMIV / V or ICD 10 / 11. A specific recommendation for a special class placement is required, and a letter from the NCSE confirming same.

b) Students who are currently enrolled in Scoil Mhuire;

c) Students who have siblings including stepbrother/sister already enrolled in Scoil Mhuire.

d) Children of staff members of Scoil Mhuire (the eldest child will have priority in this ranking);

e) Resident in the designated catchment area of Scoil Mhuire in the parish of Shankill (the eldest child will have priority in this ranking)

f) Children residing in the wider Shankill area.

g) Children residing outside the parish of Shankill (the child residing the shortest distance from the school will be given priority).

In the event that there are two or more students tied for a place or places in any of the selection criteria categories (6.1, 6.2) above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the eldest student will be given priority.

If two applicants have the same date of birth, then a lottery will apply with an independent party present.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/ guardians, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

18.1 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 time-line 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.

18.2 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.

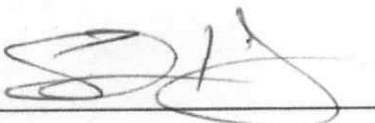
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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.

Signature: 

Date: 22/5/26

Sarah Kenny, Chairperson

Signature: 

Date: 22/5/26

BRIAN COLEMAN, PRINCIPAL

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;
- i. other than in relation to:
 - ii. admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- 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 on 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,
- h) 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 will be based on the following:

- a) Our school's admission policy
- b) The school's annual admission notice (where applicable)
- c) 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.)

9. Notifying applicants of decisions

Applicants will be informed in writing, by email, as to the decision of the school, within the time-line outlined in the annual admissions notice.

If a student is not offered a place in Scoil Mhuire, 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—

a) 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

b) 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—

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 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

d) 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 over-subscription

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.

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 groups are as follows:

All applications for admission received for any class from Junior Infants to Sixth Class, inclusive, 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.

Parents seeking to enrol their child(ren) in the school in a class other than Junior Infants for the following school year must also complete an application form which are available from the first week of October of the year prior to the year of entry. Parents are requested to provide official proof of address and a copy of the child's Birth Certificate.

Places will be offered to parents in late May/early June when the availability of places in those classes has been determined. Where the number of children seeking enrolment in any given year or class exceeds the number of places available, the same criteria that are used for the enrolment of Junior Infants will be used to prioritise children for enrolment in such classes.

Parents seeking to enrol their child(ren) in the school in any class from Junior Infants to 6th Class during the course of the school year may complete an application form. Parents are requested to bring official proof of address and a copy of the child's Birth Certificate. If a place is available in the class group for which a parent is applying, such a place will be offered within 21 days of the completion of the application form, assuming all supporting documentation has been provided.

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

The board of Scoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or voluntary 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.

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/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: