
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 DERMOT FARRELL'S PATRONAGE

Admission Policy of Scoil na Coróine Mhuire

School Address: Ashford, Co. Wicklow

Roll number: 17826V

School Patron/s: Under the patronage of the Archbishop of Dublin and the Trusteeship of the St. Lorcan O' Toole Trust - 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 3rd of November 2021. 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 na Coróine Mhuire's 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 na Coróine Mhuire is a Catholic co-educational primary school 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 na Coróine 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 na Coróine Mhuire strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, moral and cultural needs of the pupils are identified and addressed. Scoil na Coróine Mhuire is a coeducational school with mainstream classes from Junior Infants to 6th. Our school has the approval of the Minister of Education and Skills to establish a Special Needs Unit to provide an education exclusively for students with ASD While Scoil na Coróine Mhuire is a school with a Catholic ethos, it also has due recognition for all other religions. Scoil na Coróine Mhuire will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes. Scoil na Coróine Mhuire will encourage the involvement of parents through home/school contacts and through their involvement in Scoil na Coróine Mhuire parents association. Scoil na Coróine Mhuire will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible. Scoil na Coróine Mhuire will promote gender equity amongst the staff and pupils. Déanfaímid iarracht Gaeilge a labhairt.

The school motto is: ‘Mol an Óige agus tiocfaidh sí’

MISSION STATEMENT

“Scoil na Coróine Mhuire, Ashford, is a Catholic school. The aim of our school is to create a Christian community where children are enabled to grow and develop spiritually, morally and emotionally and to learn in an atmosphere of care and welcome”.

3. Admission Statement

Scoil na Coróine 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.

All denominational schools

Scoil na Coróine 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."

4. Categories of Special Educational Needs catered for in the school/special class

Scoil na Coróine Mhuire with the approval of the Minister of Education and Skills has established a special needs class to provide an education exclusively for students with ASD. Our school is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs.

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 na Coróine Mhuire is a Catholic school and may refuse to admit as a student a person who is not of Catholic where it is proved that the refusal is essential to maintain the ethos of the school. The special class attached to Scoil na Coróine Mhuire provides an education exclusively for students with autism 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

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

Criteria for enrolment into Junior Infants in the mainstream in the event of oversubscription

1. Siblings and stepsiblings of children already enrolled in the school and/or children resident in the parish of Ashford (the eldest child will have priority in this ranking)
2. Children of staff (the eldest child will have priority in this ranking).
3. Children residing outside the parish (the eldest child will also have priority).
Internal Pupil Transfer (children already enrolled in the school): These children will receive priority over children in 1-3 above as places become available.
 1. Children in Mainstream classes eligible for enrolment in ASD Primary class.
 2. Children in ASD Primary class eligible for enrolment in Mainstream classesEnrolment in Classes for children with Autism
Each child must have a Multi-Disciplinary Assessment which must specify Autism and recommend placement in an autism specific class in a mainstream school.
 - The parents/guardians must complete a school enrolment form
 - All relevant reports and assessments must be given to the school prior to enrolment.
 - Copies of all reports will be sent to the National Educational Psychological Service NSCE for professional opinion.
 - Final decisions regarding enrolments are made by the Board of Management in consultation with our Service Providers.

- The Board of Management policy states that the school will accommodate a maximum of one primary class for children with autism.
 - The Department of Education and Skills states that the ratio for each class is a maximum of six children to one teacher.
 - This policy requests that the parents/guardians of the prospective candidate for the class must meet the class teacher, the School Principal and any other relevant parties before the child starts school
 - Parental consent is sought for a visit by class teachers to the child's pre-school
 - Offers of enrolment are made in writing by the chairperson of the Board of Management. Written acceptance is required.
 - Where places in the Special Classes are oversubscribed, a list will be established for the current school year.
 - The Application List for enrolment will be kept open for one school year only, from September 1st to August 31st.
 - Places will be offered according to age as and when places become available in the relevant classes.
4. All children who apply to the school and are not resident within the parish boundaries are entitled to a place in the school if there are vacancies in the school after groups 1-3 have been allocated (the eldest child will have seniority in this ranking).
- *Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area.**

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 tied for a place at Scoil na Coróine Mhuire, 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.

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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (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.
- (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 na Coróine 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 na Coróine 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 na Coróine 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;
- (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 na Coróine

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 na Coróine 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.

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:

The Board of Management of Scoil na Coróine Mhuire respects the rights of its existing school community and the children already enrolled. Consequently, the Board reserves the right to determine the maximum number of children in each separate classroom annually and in accordance with Department of Education and Skills guidelines, also bearing in mind:

- Health and safety concerns regarding staff and children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education and Skills class size directives
- Appropriate available supports and resources
- Time of school year when an application is made for enrolment

Each application is made in writing and will be considered by the school Principal. The BOM has the right to endorse or overrule any decision made by the school Principal.

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:

In the event of a written application being received for immediate enrolment/pupil transfer the Board will endeavour to facilitate such enrolment subject to the capacity constraints of the school at that time and the Department's general policy on enrolment. The Principal will consider the application and reserves the right to contact the school from which the pupil is transferring to request such information as he/she deems necessary. The BOM has the right to endorse or overrule any decision made by the school Principal,

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

The board of Scoil na Coróine 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.

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 Board of Management: Signed *Niall Nolan* Date: 3rd Nov. 2021