St. Michael's House Special School Baldoyle,
Willie Nolan Road D13 W9R0
School Roll: 18210K

Admission Policy- 2027-28

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.

St. Michael's House SNS Baldoyle will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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.

St. Michael's House SNS Baldoyle will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

The policy was updated and approved by the Board of Management following recent guidance from the DEY. It was approved by the school patron on / / 2026. 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 St. Michael's House Special National School (SMH SNS), Baldoyle 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.
In Accordance with Circular 0063/2026, parents/guardians seeking a special school place for 2027/28 school year are advised to notify the National Council for Special Education (NCSE). After the NCSE review the supporting documentation, they will issue a letter of eligibility to the parents/guardians which should be submitted as part of the application to the school.

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.

2. CHARISTERISTIC SPIRIT AND GENERAL OBJECTIVES OF THE SCHOOL

St. Michael's House School, Baldoyle is a special school under the Patronage of St. Michael's House. The school supports the principles of:

Inclusiveness of all students
Equality of access and participation in the school of all students
Parental/ guardian choice in relation to enrolment
Respect the diversity of values, beliefs, traditions, language and ways of life in society.

The school is managed by the Board of Management (BOM), representative of the Patron, Parents/ Guardians, School staff and the community.

3. ADMISSION STATEMENT.

Each child is considered individually. The Board of Management aims to ensure that students admitted to St. Michael's House Special National School, Baldoyle can benefit from the supports and services available. Admission decisions take account of factors such the school's resources, the child's educational, medical, social, emotional and behavioural needs.

SMH SNS 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.

SMH SNS, Baldoyle is a school which, with the approval of the Minister for Education and Youth (DEY) provides an education exclusively for students with a category or categories of special educational needs specified by the Minister that being students who have a severe or profound general learning disability. A refusal to admit a child who does not have this educational need will not constitute discrimination.

4. CATEGORIES OF SPECIAL EDUCATIONAL NEEDS CATERED FOR IN THE SCHOOL

SMH SNS, Baldoyle with the approval of the Minister for Education and Youth, provides an education exclusively for students whose primary assessed disability is a Severe or Profound General Learning Disability.

The school is coeducational catering for students aged 4 to 18 years. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings. There is capacity for 10 classes in the school. There are currently 5 primary and 5 post primary classes.

CATCHMENT AREA

The catchment area for the school is North Dublin and North County Dublin. Catchment is significant in relation to access to school transport, which is sanctioned by the Department of Education and Skills (DEY).

GOVERNANCE

The school operates within the regulations as outlined in the Rules for National Schools and the relevant circulars and directives issued by the Department of Education and Skills (DEY). It is funded by grants from DEY. The school is under the administration of the Primary / Special Education Sections of the Department of Education & Skills. Teachers, Special Needs Assistants, Ancillary Staff and Bus Escorts are funded by the DEY. Additional staffing allocations are determined by the National Council for Special Education.

SCHOOL ETHOS

SMH SNS is a co-educational school for students with a severe or profound learning disability where the students are treated with dignity and respect and are enabled to participate, to the best of their ability, in an educational programme tailored to their individual needs to help support them to live a full and independent life within their families and their communities.

SMH SNS is multi-denominational and welcomes students of all religions and none. There is no religious instruction provided. A values-based programme is integrated into the life and ethos of school and seeks to promote respect, love, tolerance and caring for one another and our environment.

CURRICULUM

Our school is a stimulating centre of education where each person is cherished as an individual whose ability, potential and needs are recognised and nurtured. The curricular programmes provided by the school are adapted to meet the particular educational needs of each student and a variety of methodologies and strategies are adopted to maximise the students' learning potential. The teachers, staff and multi-disciplinary team provide a challenging, sensitive and caring environment which fosters personal, social, academic development, independence and achievement. All students have an Individual Education Plan designed specifically for them.

St. Michael's House Special School, Baldoyle delivers the state Primary School Curriculum (adapted to suit the needs of the pupils) and where applicable, programmes that lead to Junior & Senior Cycle Level 1 Learning Program.

CLASSROOM CAPACITY

Classroom capacity varies according to the range of needs of the children/students we are catering for at a particular time. At an early stage of the application process, a child is assigned to a particular destination class based on the child's cognitive and adaptive abilities and any other special educational needs of relevance. As a result, class groups may vary in size depending on the number of students within a class presenting with additional needs.

SCHOOL YEAR

The school operates a school calendar for primary schools which is effective from the week of 1st September to the week of 30th June with traditional openings and closing at Summer, Christmas, Easter and Mid-terms as laid down and directed in Circulars issued by the DEY regarding Standardisation of the School Year.

SCHOOL MULTI-DISCIPLINARY TEAM

In addition to fulfilling the formal role of School Patron, as required by the DEY, St. Michael's House, as part of PDS (Progressing Disability Services) provides clinical support to the school in the form of a multi-disciplinary team which combines the expertise from the fields of psychology, psychiatry, social work, speech and language therapy, physiotherapy, occupational therapy, pediatrician and dietician. Access to the CDNT (Children's Disability Network Team) is on a referral basis. Referrals are then prioritized by CDNT and there may be a waiting list. New applicants may be discussed with the MDT team as part of the admissions process.

Teaching and school staff collaborate with clinicians as appropriate to enhance the educational potential for students and where required to devise guidelines and programmes to maximise the student's educational and social functioning.

Please note successful applicants may not have automatic access to additional supports such as Special Needs Assistants (SNAs), bus escorts, clinical support or nursing staff. If a school place is offered, the National Council for Special Education (NCSE) is the agency

that processes applications for SNAs and bus escorts. The NCSE requires that a student's need for access to such additional resources must be clearly outlined in the relevant professional reports. Decisions relating to clinical support will be made by the clinical team.

5. ADMISSIONS OF STUDENTS

This school shall admit each student seeking admission who meets the eligibility critera except where –

a) the school or an age/needs specific class is oversubscribed
   - Children are assigned a particular class based on their age and need.
   - If the appropriate class for that child has reached full capacity, then the application may be refused on the grounds of oversubscription.
     Please see section 6 below for further details.

b) a parent/guardian 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.
   Note: The Code of Behaviour includes the Positive Behaviour Support & Use of Restrictive Practice Policy and a copy will be provided to parents/guardian.

c) An application is invalid when it does not include all the documents as set out in the section below describing valid applications.

SMH SNS provides an education exclusively for students whose primary assessed disability is a Severe or Profound General Learning Disability and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school as confirmed by a psychological report.

VALID APPLICATIONS:

An application will be valid when the documents listed below (see 1-5) have been received by the school by the final date for receipt of applications as published in the Annual Admissions notice.

1. **A letter of eligibility for a special school placement from the NCSE for the school year 2027-2028**
2. **Fully completed application form signed by one or both parents/guardians**
3. **A birth cert for the student**
4. **One Proof of address for the student (utility bill, household, dated within the last six months)**
5. **Psychological assessment and/or MDT Report completed by a psychologist which confirms:**

1. **That the applicant student's primary assessed disability is a Severe or Profound General Learning Disability.**
2. **the recommendation of a place in a special school, and, where appropriate, the need for additional support of a special need's assistant and bus escort, stating clearly the grounds for each.**

If the Report is more than 3 years earlier than the date of application, we will require confirmation from a psychologist, stating that the diagnosis and needs of the student as outlined in the report remain unchanged to ensure that the child's need can be met in this school. This ensures that the Board is fulfilling its obligations under the provisions of the Health, Safety and Welfare at Work Act 2005.

6. OVERSUBSCRIPTION

In the event that the school is oversubscribed or exceeds the number of vacancies in an age/needs appropriate class within the school, the school will apply the following selection criteria in the order listed below to valid applications received:

1. Students with a Severe or Profound GLD, as stated in psychological assessment
2. The student lives within the designated catchment area of the school
3. The availability of an age and/or needs appropriate class to meet the needs of the student. (e.g. Junior Severe ambulant class, Junior Severe complex medical needs and Junior Profound medical needs class).

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:

Priority will be given to applicants in order of age, prioritizing the oldest child, for each class age group, within the school.

In the event that more than one student shares a date of birth, catchment will be used as the deciding criterion, with the child living closest to the school and therefore, availing of a shorter journey to and from school, as the determined by Google Maps, will be offered the school place.

In accordance with guidelines in circular 0063/2026 groupings will be reviewed and reconfigured where appropriate so that all available places in the school are made available and filled.

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) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
(d) a requirement that a student, or his or her parents, attend an interview, open day or other meetings as a condition of admission;
(e) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;
(f) the date and time on which an application for admission was received by the school,

The special educational needs of the student will be taken into account to ascertain that they have the assessed disability catered for in this 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.

8. DECISIONS ON APPLICATIONS

All decisions on applications for admission to SMH SNS, Baldoyle 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 SMH SNS, 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 SMH SNS, Baldoyle where—

(i) The documents required by Section 5 above have not all been included in the application.
(ii) it is established that information contained in the application is false or misleading.
(iii) 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.
(iv) the parent/guardian 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
(v) 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 Act 1998 (As Amended) 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).

The school will inform the NCSE when a special school place has been offered and accepted. The school will co-operate with the NCSE in providing information on expected leavers and available places to support forward planning for special education provision.

13. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION

In the event of there being more applications to the school for the year concerned, than places available, waiting lists of students whose applications for admission to SMH SNS Baldoyle were unsuccessful due to the school being oversubscribed will be compiled. These will remain valid only for the school year in which admission is being sought. The waiting lists will be organised in accordance with the available spaces in an age/ needs appropriate class.

Placement on the waiting list of SMH SNS, Baldoyle 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. In accordance with recent guidelines, where a place remains available following the initial admissions process, the school will review and, where appropriate, reconfigure class groupings and continue to offer places to eligible applicants on the waiting list until full enrolment is achieved.

Placement on a waiting list does not confer any priority for the following academic year and applicants must submit a new application for the following year.

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.

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:

Places will be offered to students where vacancies arise during the school year to applicants who meet the eligibility requirements of this Admission Policy. Class groupings will be reviewed and, where appropriate, reconfigured so that available school places are not left unfilled solely because an applicant does not fit a pre-existing age/class grouping.

We do not have an intake group each year as we are a special school. Applicants are assigned a class as outlined above and all applications are dealt with accordance with the provisions of this 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:

Where a vacancy exists or becomes available, the place will be offered to the next eligible applicant on the waiting list in accordance with the order of priority established under this policy. The school will consider the full age range catered for and will review class groupings, where appropriate, with the objective of ensuring that all available places are filled.

16. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES

The board of SMH SNS, Baldoyle 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

There is no religious instruction programme in SMH SNS, Baldoyle. The Board of Management will however endeavour to facilitate any parent/guardian who wishes their child to participate in preparation for religious ceremonies on a withdrawal from class basis.

18. REVIEWS/ APPEALS

Review of decisions by the Board of Management

The parent/guardian 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** in writing of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Please refer to DEY Circular 0069/2020, New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 Effective from 12 November 2020 Onwards' for DEY procedures and timeframe on Section 29 Appeals.

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 to 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.

This policy was updated and ratified by the Board of Management on 22nd of October 2026.

Signed:
Chairperson.

Signed:
Principal.