Admission Policy of St Benildus College
Upper Kilmacud Road
Stillorgan
Co. Dublin

Roll number: 60261R

School Patron: Le Chéile Schools Trust clg

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 March 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. Benildus College 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

St. Benildus College is a Catholic boys voluntary secondary school with a Catholic ethos under the trusteeship of Le Chéile Schools Trust.

The purpose of our Le Chéile school is to provide an education that acknowledges and affirms the dignity and uniqueness of every human being as a child of God - "The glory of God is humanity fully alive" (St Irenaeus). It embraces the intellectual, physical, cultural, emotional, social, moral and spiritual growth of each student.

Our school seeks to build a learning community that welcomes, and witnesses to, the Gospel values of Jesus Christ, expressed through the lens of the Le Chéile Charter. The school draws on the richness of the religious and cultural heritage of the past and the charism of its founder, St John Baptist De La Salle.

Our school is committed to creating a place of inclusivity, equality and openness, where people can live with and be taught by one another, however diverse our experiences might be. It does not discriminate on religious grounds and is open to students from diverse backgrounds. It offers educational opportunities which promote excellence so that students can respond responsibly to their own lives, the lives of others and the earth, which is our home.

As a Catholic school, Religious Education is central to our curriculum. Alongside Religious Education the school supports students in their Catholic religious formation. All students' spiritual growth is enhanced through areas such as nature, art, poetry and music. The spiritual life of students can also be deepened through prayer and ritual.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Benildus College 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

The general objectives of all Le Chéile schools include: -

Welcome recognises the unique dignity and worth of each person.

Wisdom is the pursuit of a greater understanding and appreciation of the world.

Witness comes from the expression of Gospel values, in everyday life, and recognises that every person is made in the image and likeness of God.

St. Benildus College Mission Statement

St Benildus College provides a Catholic, LaSallian education rooted in a tradition which prepares young people for college and for life. The school seeks to educate students spiritually, academically, physically and socially through the promotion of Christian values, teaching the broad, prescribed academic programmes as well as a wide range of student activities under the guidance of a caring, dedicated management, staff and administration.

3. Admission Statement

St. Benildus College 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.

St. Benildus College 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. Benildus College will comply with any direction served on the board or the patron under section 37A and 67 (4)(b) of the Education Act.

*Notes

a) St. Benildus College is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

b) St. Benildus College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it admits a student of the Roman Catholic faith in preference to others.

c) St. Benildus College is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Roman Catholic faith 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

While currently there are no special classes for autistic students in the school, a special class has been sanctioned to open in September 2026. The full Enrolment Procedures can be found in Section 18 of this policy document.
Children and young people are eligible for enrolment in a special class for autistic students when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11) from a psychologist, psychiatrist, or multi-disciplinary report.

  AND

- A demonstration of the understanding of the complexity of the child's overall level of needs 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 the 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.

St. Benildus College welcomes applications from students with special educational needs (SEN) who meet the criteria for admission. St. Benildus College is committed to do all that is reasonable to accommodate students 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

c) St. Benildus College provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school

d) St. Benildus College is a Catholic school and may refuse to admit as a student a person who is not of the Roman Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

e) The applicant will not reach the age of 12 years on the 1st of January of the school year and/or has not completed a full course of primary education.

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:

Category 1:

In deciding on the enrolment of students, priority will be given to Roman Catholic students in the following order:

a. Roman Catholic students with brothers currently or previously enrolled.

b. Roman Catholic students whose fathers/grandfathers were previously enrolled – up to a maximum of 25% of available places

c. Roman Catholic sons of current staff members

d. Roman Catholic students from national schools which have been the traditional source of students for St. Benildus College at year of intake i.e. First Year.

Divine Word National School, Marley Grange, Rathfarnham, Dublin 16. Holy Cross National School, Upper Kilmacud Road, Dundrum, Dublin 14. Jesus and Mary Primary School, Our Lady's Grove, Goatstown Road, Dn. 14. Our Lady of the Wayside, Kilternan, Dublin 18. Our Lady's Boys National School, Broadford Rise, Ballinteer, Dublin 16. St. Attracta's Senior National School, Meadowbrook, Dublin 16. St. Laurence's Boys National School, Upper Kilmacud Road, County Dublin. St. Olaf's National School. Balally Drive, Dundrum, Dublin 16. St. Patrick's National School, Glencullen, Dublin 18.
[This list is arranged alphabetically].

e. Roman Catholic students from other national schools in the locality:

Carysfort National School, Convent Road, Blackrock, County Dublin. Gaelscoil Thaobh na Coille, Belarmine, Stepaside, Dublin 18. Holy Trinity National School, The Gallops, Leopardstown, Dublin 18. Oatlands Primary School, Mount Merrion, Blackrock, County Dublin. Queen of Angels National School, Wedgewood, Dundrum, Dublin 16. Scoil San Treasa, The Rise, Mount Merrion, County Dublin. St. Bridget's Boys National School, Foxrock, Dublin 18. St. Mary's National School, Lamb's Cross, Sandyford, Dublin 18. St. Patrick's Boys National School, Hollypark, Blackrock, County Dublin. Taney Parish Primary School, Sydenham Villas, Dundrum, Dublin 14.
[This list is arranged alphabetically].

f. Other Roman Catholic students not included in a) to e) above.

Category 2:

Other applicants will be considered in the following order: -

a. Students with brothers currently or previously enrolled.

b. Students whose fathers/grandfathers were previously enrolled – up to a maximum of 25% of available places

c. Students from national schools in the local community.

d. Students from other national / primary schools.

In the event of applications in any of the above categories being greater than the number of places available, a Lottery will be used to determine the order that these places will be offered. The BOM will determine procedures for the conduct of this Lottery to ensure it is carried out in a clear and transparent manner. The school will appoint an external observer to oversee the Lottery.

7. What will not be considered or taken into account

The waiting list is drawn up based on the categories outlined in Section 6. In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

(a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student's academic ability, skills or aptitude;

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school;

(other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school and/or (2) parents or grandparents of a student having attended the school.

In relation to (2) parents and grandparents having attended, a school may only apply this criterion 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 St. Benildus College will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 19 below for further details).

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

In accepting an offer of admission from St. Benildus College, 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.

Applicants should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

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 St. Benildus College 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
(iv) the school is oversubscribed
(v) The Board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the *Education Act 1998* to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility.
An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school or risk significantly interfering with the right of other students to an appropriate education.

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 data 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 St. Benildus College 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 St. Benildus College 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 not later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

15. Procedures for admission of students to other years and during the school year

Where parents wish to make an application for their son to a year group other than First Year or during the school year, they should in the first instance fill in an Application Form. An offer of a place can only be made if there is space in the year group in question. A decision on whether a place can be offered will be conveyed to the parents within 21 days of the initial application. Applications made for a place in Transition Year or Fifth Year in the forthcoming academic year will be deferred until the Principal has established the number of available spaces in each of these year groups, which will depend, in turn, on the number of existing Third Year students who progress to either year group. Such applications will be placed on a waiting list until the number of available places in the relevant year group has been established by the Principal.

Before accepting the offer of a place in the school the parents and their son may be invited to attend a meeting with the Principal and/or Deputy Principal to ascertain whether there is a place available in the particular subject classes required by their son. The fact that there may be a space in a year group would not automatically mean that there is a place available in a particular subject class at the level required by the student. This is because class size is limited in certain subjects. For this reason parents and their son are strongly recommended to attend a meeting with the Principal and/or Deputy Principal to ensure that a transfer to the school would be in the best interests of their son given the curricular provision, subject choices/levels available at the time.

Acceptance of an offer of a place by an applicant to a year group other than First Year or during the school year:

The parents must confirm their acceptance in writing of an offer of a place within three weeks of the date of the offer of a place.

In accepting an offer of admission from St. Benildus College, the parents must indicate—

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

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

Parents should be aware that failure to disclose this information on the acceptance of a place may lead to an offer being withdrawn by the school.

Circumstances in which offers of a place in a year group other than First Year or during the school year may not be made or may be withdrawn:

An offer of admission may not be made or may be withdrawn by St. Benildus College 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 within three weeks of the date of the offer of a place;
(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;
(iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above;
(v) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the Board of Management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility; or
(vi) the application is made for a place in Transition Year or Fifth Year in the forthcoming academic year **before** the Principal has established the number of available spaces in each of these year groups, which will depend on the number of existing Third Year students who progress to either year.

Oversubscription to the year group other than First Year:

In the event of there being more applications to the year group other than First Year than places available, a waiting list of students, whose application for admission to the particular year group has been refused, will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list will be in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy see Section 6 above. If there are two or more students in any of the selection criteria categories set out in Section 6 above, then the position on the waiting list (for places in a year group other than First year) will be determined by a lottery process overseen by the Principal, Deputy Principal and an independent observer appointed by the Board of Management.

Offers of any subsequent places in the year group other than First Year that become available during the school year 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.

Sharing of Data with other schools:

Applicants should note that the provisions of Section 12 above relating to the sharing of data with other schools will apply in all cases where an application is made to a year group other than First Year or during the school year.

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of data 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).

Application for Transition Year

a) Transition Year is not a compulsory part of the curriculum in the School. Students can apply for admission into Transition Year following the Transition Year Information Evening scheduled in February of each academic year for parents of current 3rd Year students.

b) The Board may set a maximum limit on the number of places available on the Transition Year Programme in any given year.
c) The Board will set such limits based on the availability of resources, facilities and staff.
d) Acceptance into Transition Year will be based on the student's capacity to engage with the course as demonstrated in particular during the previous school year. The following criteria will be considered; good behaviour, positive attitude, attendance, work ethic and commitment to participating in the Transition Year programme.
e) The School reserves the right to interview prospective transition year students to assess their suitability for the programme.
f) Continuation of students in Transition Year is conditional on their continued good behaviour, positive attitude, attendance, work ethic and participation in the course during the year.
g) Student may be moved from Transition Year into 5th Year during TY if it is deemed necessary by the Principal.

Application for L.C.V.P.

Students may be offered the opportunity to study L.C.V.P. subject to the following:
a) A minimum class size of 15 students
b) Students ensure they have the correct subject combination as outlined by the D.E.S.

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

The board of St. Benildus College or any persons acting on its behalf shall not, except in accordance with section 64 of the Education (Admission to Schools) Act 2018, 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

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 parent of a student, or a student who has reached the age of 18, who wishes to attend St. Benildus College without attending religious instruction should make a written request to the Principal. A meeting will be then be arranged with the parent or the student, as the case may be, to discuss how the request might be accommodated by the school

18. Admission for our Special Class for Autistic Students

18.1 Introduction

This Admissions Policy for the Special Class for Autistic Students is a supplement to the school's main Admissions Policy and must be read in conjunction with it. This policy is drafted in accordance with the rules for admission to special classes in post-primary schools as outlined by the Department of Education in Circulars 0038/2022, 0013/2023, and the new Circular 0039/2025.

18.2 Rationale

St. Benildus College Special Class for Autistic Students will be established to provide an appropriate educational setting for students with a diagnosis of Autism Spectrum Disorder (ASD), which aligns with the school's ethos of providing an inclusive education for all students within a supportive environment. The class aims to provide a curriculum tailored to the individual learning, social, and emotional needs of the students.

18.3 General Admission Statement

The school, in accordance with Section 61(1) of the Education Act 1998, admits students to the Special Class who meet the specified criteria and whose parents/guardians have made a formal application. All applications will be treated in an equitable and transparent manner.

18.4 Admissions Criteria

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11) from a psychologist, psychiatrist, or multi-disciplinary report.

  AND

- A demonstration of the understanding of the complexity of the child's overall level of needs 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 the 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.

18.5 Admissions Process

a. **Application**: All applications for the Special Class are made via a specific application form, available from the school office or on the school website. The application form must be completed in full and returned with all required documentation by the designated closing date, as set out in the school's annual admissions notice.

The enrolment application must be accompanied by all of the following supporting documentation supplied by parents/guardians:

- An original Birth Certificate

AND

- A written assessment and classification of autism or autistic spectrum disorder (ASD) by a psychiatrist or clinical psychologist using DSM-IV/V or ICD-10 criteria OR a multi-disciplinary assessment of same by a professional team, including a clinical psychologist.

AND

- A written recommendation by the relevant professionals that a special class placement in a mainstream school is both necessary and suitable for the child. This recommendation should be no older than one year.

b. **Assessment and Ranking**: Where there are spaces available in the class, all applications received by the closing date will be considered by the school's Admission Team. The team will review the applications and supporting documentation to assess if the student meets the admissions criteria. The Admission's Team will make a final recommendation to the Board of Management.

Receipt of acknowledgement of an Enrolment Application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with our enrolment policy.

18.6 Offer of a Place

Where the school has places available for the relevant academic year, and the student meets the eligibility criteria, they will be admitted. Following the review of applications, the school will make a formal offer of a place in writing to the parents/guardians of the successful applicants. Parents/guardians must accept this offer by a specified date.

18.7 Oversubscription

In the event that the Special Class is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in the order listed below, to those applications that meet the criteria as outlined in Section 4, and are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Internal school transfer
2. Siblings of existing students
3. Children of members of staff of the College

4. Students from the following feeder schools, in alphabetical order: Divine Word National School, Marley Grange, Rathfarnham, Dublin 16. Holy Cross National School, Upper Kilmacud Road, Dundrum, Dublin 14. Jesus and Mary Primary School, Our Lady's Grove, Goatstown Road, Dn. 14. Our Lady of the Wayside, Kilternan, Dublin 18. Our Lady's Boys National School, Broadford Rise, Ballinteer, Dublin 16. St. Attracta's Senior National School, Meadowbrook, Dublin 16. St. Laurence's Boys National School, Upper Kilmacud Road, County Dublin. St. Olaf's National School. Balally Drive, Dundrum, Dublin 16. St. Patrick's National School, Glencullen, Dublin 18.

5. Students from the following national schools in the locality, in alphabetical order: Carysfort National School, Convent Road, Blackrock, County Dublin. Gaelscoil Thaobh na Coille, Belarmine, Stepaside, Dublin 18. Holy Trinity National School, The Gallops, Leopardstown, Dublin 18. Oatlands Primary School, Mount Merrion, Blackrock, County Dublin. Queen of Angels National School, Wedgewood, Dundrum, Dublin 16. Scoil San Treasa, The Rise, Mount Merrion, County Dublin. St. Bridget's Boys National School, Foxrock, Dublin 18. St. Mary's National School, Lamb's Cross, Sandyford, Dublin 18. St. Patrick's Boys National School, Hollypark, Blackrock, County Dublin. Taney Parish Primary School, Sydenham Villas, Dundrum, Dublin 14.

6. Proximity of the applicants home to the school. (Proximity of home to school determined by straight line measurement on a street map)

7. All other applicants

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (where the number of applicants exceeds the number of remaining places), a lottery will be conducted to determine who is offered the place. All unsuccessful qualifying applicants will be placed on a Waiting List, in accordance with the above criteria for places that may become available. The Waiting List is valid for vacancies which occur in the current school year only.

18.8 Appeals
Parents/guardians who are not offered a place in the Special Class have the right to appeal the decision in accordance with Section 29 of the Education Act 1998. The appeals process is outlined in the school's main Admissions Policy and on the Department of Education website.

18.9 Refusal to Admit
The school may refuse to admit a student to the Special Class if:

- The student does not meet the eligibility criteria outlined in Section 4.
- The number of applications exceeds the number of places available.
- The application is not completed in full or is not accompanied by the required documentation.

19 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.

This Policy was reviewed by the Board of Management on 3rd March 2026.

Declan Mowlds — 03/03/2026

Chairperson of the Board of Management — Date

Mary Brohan — 03/03/2026

Principal/Secretary of the Board of Management — Date

Appendix 1

ST. BENILDUS COLLEGE

ANNUAL ADMISSION NOTICE FOR 2026/27

Copies of the school's **Admission Policy** and the **Application Form for Admission** for the 2026/27 school year are available as follows: –To download at: www.stbenilduscollege.com
On request: By emailing admissions@stbenilduscollege.com

1. Application and Decision Dates for admission to 1st Year for 2026/27

1.	The school will commence accepting applications for admission from 8am on	Wednesday 1st October 2025
2.	The school will cease accepting applications for Admission at 4pm on	Wednesday 22nd October 2025
3.	Applicants will be notified in writing of the decision on their application by	Wednesday 12th November 2025
4.	Applicants must confirm acceptance of an offer of admission by 4pm on	Wednesday 26th November 2025

Failure by an applicant to accept an offer by Wednesday , 26th November 2025 may result in the offer being withdrawn.

2. Number of places being made available in the 2026/27 school year

The number of places being made available in 1st year is	**150**

3. Number of places in 1st year for the 2025/26 school year which were offered and accepted before 1 February 2020

The number of places for 1st year that were offered and accepted prior to the coming into operation of section 62 of the Education (Admission to Schools) Act 2018 on 1 February 2020 is	0

4. Breakdown of applications in the previous year

The total number of applications for admission received by the school for admission in 1st year in the 2025/2026 school year was 412.

Breakdown of places allocated for 1st Year for the 2025/26 school year:	
Number of places available	150
Number of applications received	412
Offers made and accepted under each criterion	Criteria 1: 150 Criteria 2: 0
Number of names placed on waiting list for the school year concerned	262