

**Admissions Policy of**  
**Griffith Barracks Multi-Denominational School**

**School Patron: Griffith Barracks MDS**

**Griffith Barracks MDS is a member of Educate Together**

**The Old Guardhouse,  
S.C.R.,  
Dublin 8  
Roll No. 20012S**



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## 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 1<sup>st</sup> June 2026. It is published on the school's website and will be made available in hard copy, upon request, to any person who requests it.

The relevant dates and timelines for Griffith Barracks Multi-Denominational School'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 GBMDS

Educate Together schools are committed to the values set out in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect. Students follow an Ethical Education curriculum, learning about morality and spirituality; equality and justice; belief systems and an ethical approach to the environment. This teaches students about different belief systems as well as atheism, agnosticism and humanism, without promoting any one worldview over another. Our equality-based ethos informs all policies and practices in the daily life of the school. In exercising its policy-making and decision-making responsibilities, the school's manager/board of management upholds the characteristic spirit of the school.

Educate Together schools provide for equality of access and a child / learner-centred approach in line with the Educate Together Charter. They prioritise offering places to siblings of children in the school at the same time.

The definition of a sibling in this policy includes stepsiblings and foster siblings who are enrolled in the school at the same time.

GBMDS operates two classes in each year.

GBMDS does not have a defined catchment area. Places are offered to children based on the criteria outlined in this policy.

## 3. ADMISSION STATEMENT

Griffith Barracks Multi-Denominational School will not discriminate in its admission of a student to the school on any of the following grounds:

- sex or gender of the student or applicant,
- civil status of the applicant,
- family status of the student or applicant,

- sexual orientation of the student or applicant,
- religion of the student or applicant,
- disability of the student or applicant,
- race of the student or applicant,
- the student or applicant's membership of the Traveller community,
- the student or applicant in respect of the student/applicant concerned having special educational needs.
- These grounds are as per section 61 (3) of the Education Act 1998.

Griffith Barracks Multi-Denominational School will cooperate with the National Council for Special Education (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 additional ("special") educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council. Griffith Barracks Multi-Denominational School will comply with any direction served on the board or the patron under section 37A and 67(4)(b) of the Education (Admissions to Schools) Act 2018.

#### 4. ADMISSION OF STUDENTS

The school shall admit each pupil seeking admission except where –

- GBMDS is oversubscribed (see Section 4 below)
- A parent of a pupil, 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 pupil.  
[Click here for our Code of Conduct \(Positive Behaviour Policy\)](#)

#### **What will not be taken into account**

In accordance with section 62(7)(e) of the Education Act 1998 (as amended), GBMDS will not consider or take into account any of the following in deciding on applications for admission or when placing a pupil on a waiting list for admission to the school:

- a pupil's address, as the school does not have a defined catchment area;
- a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- the payment of fees or contributions (howsoever described) to the school;
- a student's academic ability, skills or aptitude;
- the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- 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 students who are enrolled in the school at the same time;

- (h) 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 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 year commencing Junior Infants and the period specified for the receipt of applications set out in the annual admission notice for all other classes.

## 5. OVERSUBSCRIPTION

### **Junior Infants**

Any parent who wishes their child to be considered for entry to Junior Infants can access an application form on our school website at <https://griffithbarracks.ie/Page/Admissions/3730/Index.html%20>. The list opens on 1<sup>st</sup> October at 09:00 for entry to the school for the following academic year. Students who apply during the admissions window in the month of October will be entered into the lottery.

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 for Junior Infants.

Please note that when GBMDS is oversubscribed, the only criteria that will be taken into account when allocating places in the school, are those detailed in this policy.

It is the intention of the Board of Management, after consultation with our Patron and Educate Together, that we will remove the "children of staff" from Priority Categories 1 & 3 for both Junior Infant and 1 for other class applicants in the admissions process of 2028/2029.

### **Priority Category 1:**

Applicant pupils who are qualifying siblings of children currently in the school and children of staff currently working in the school who will be 4 years of age on or before 1<sup>st</sup> April of the year commencing Junior Infants, in line with the age of other children starting in the school that year.

### **Priority Category 2:**

Pupils who reach 4 years of age on or before 1<sup>st</sup> April of the year commencing Junior Infants.

### **Priority Category 3:**

Siblings of children currently in the school and children of staff currently working in the school who reach 4 years of age on or before 1<sup>st</sup> September of the year commencing Junior Infants.

### **Priority Category 4:**

All other pupils who reach 4 years of age on or before the first of September of the year of commencing Junior Infants.

Where demand exceeds places available, GBMDS operates a transparently held lottery for entry to Junior Infants based on the following process. Parents of applicants are welcome to observe this process.

- Each application will be given a random number (with twins being given consecutive numbers). These numbers will make up the application list.
- When all applications have been numbered, the places will be offered based on the allocated number, lowest number first, until the class is full.

- Should places in the class become available later, they will be offered from the application list, lowest number first.
- Parents will be informed of their number by email

### **Other year groups – Senior Infants to 6<sup>th</sup> Class**

Any parent who wishes their child to be considered for entry to a class other than Junior Infants can access an application form for the appropriate class on our school website at <https://griffithbarracks.ie/Page/Admissions/3730/Index.html> . It is also important to ring the school at this time to let us know if you have any particular needs or requirements. The list opens on 1<sup>st</sup> October at 09:00 for entry to the school for the following academic year. Students who apply during the admissions window in the month of October will be entered into the lottery.

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. It will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups. Students must be moving to the next year group if the application is for September or to the same year if applying to move during the school year:

**Priority Category 1:** Siblings of children currently in the school and children of staff currently in the school. In the event that there are two or more siblings tied for a place or places in this selection criteria category (the number of applicants exceeds the number of remaining places), places will be added to a waiting list, by way of a lottery of completed applications.

**Priority Category 2:** All other applicants.

A second lottery will take place after the available places have been filled from priority category 1 above. Applicants will be allocated a number on the list in the order in which they were drawn from the lottery. Parents/guardians will be informed that their child's name is on this list and of their number on the waiting list.

## **6. CHILDREN WITH ADDITIONAL EDUCATIONAL NEEDS**

GBMDS welcomes all children to the school. Parents/guardians of children with additional educational needs apply for a place at GBMDS in exactly the same way as everyone else - the same Admission Policy and procedures apply. Children with additional educational needs are offered places in GBMDS on the same basis as applies to all other applicants.

In the case of children with additional educational needs seeking to enter GBMDS after junior infants, material to be provided will include reports from his/her current school. The offer of a place in GBMDS to such a child will be contingent on the availability of places in the appropriate class. GBMDS has a policy for children with additional educational needs. It is available upon request.

The Board of Management will endeavour to have all resources and support in place before a child with additional needs is admitted to the school. This may include visiting teacher service, resource teacher, additional needs assistants, specialised equipment or furniture, transport services etc.

Parents of children with identified additional needs wishing to enrol in GBMDS are strongly encouraged to write to the school upon accepting a place, setting out in detail the child's additional needs and furnishing the school with any relevant reports to help establish the educational needs of the child and to profile the support services required.

## **7. LATE APPLICATIONS**

### **Late Applications to Junior Infants**

All applications for admission received after the closing date on 31st October, as outlined in the Annual Admission Notice for Junior Infants will be considered and decided upon in date order of when they were received in accordance with our school's Admissions Policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

If two applications are received at the same time, the applicant will be offered a place or placed on the waiting list in alphabetical order of surname or earliest date of birth.

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 the name of the applicant will be added to the waiting list.

### **Late Applications to Senior Infants - 6<sup>th</sup> Class**

All applications for admission received after the closing date on 31st October, as outlined in the Annual Admission Notice for older classes will be considered and decided upon in date order of when they were received 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 the name of the applicant will be added to the waiting list.

If two applications are received at the same time, the applicant will be offered a place or placed on the waiting list in alphabetical order of surname or earliest date of birth.

## **8. WAITING LIST IN THE EVENT OF OVERSUBSCRIPTION**

In the event of there being more applications to the school year concerned than places available in Junior Infants, or other year groups, a waiting list of students whose applications for admission to Griffith Barracks Multi-Denominational School 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 Griffith Barracks Multi-Denominational School 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; see [section 6](#) above. Late applications will be added to the list in date order; see [section 7 above](#).

Offers of any subsequent places that become available before and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

**Waiting lists will expire at the end of each school year.**

## **9. ADMISSION OF PUPILS AFTER THE COMMENCEMENT OF THE SCHOOL YEAR**

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next applicant on the waiting list.

## **10. DECISIONS ON APPLICATIONS**

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

- The school Admission Policy
- The school 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.

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

## **11. NOTIFYING APPLICANTS OF DECISIONS**

All applicants will be informed in writing by email, as to the decision of the school within the timeline outlined in the relevant Annual Admission Notice but no later than three weeks after the annual Admission process.

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 or class concerned.

Applicants will be informed of the right to seek a review and of the right of appeal of the school's decision (see Section 16).

## **12. ACCEPTANCE OF AN OFFER OF A PLACE BY AN APPLICANT**

In accepting an offer of admission from Griffith Barracks Multi-Denominational School, 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 are 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.

## **13. 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 GBMDS where:

1. it is established that information contained in the application is false or misleading.

2. 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.
3. the parent of a pupil, 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 pupil.
4. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in Section 11 above.

#### **14. 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 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:

- An application for admission to the school has been received
- An offer of admission to the school has been made, or
- An offer of admission to the school has been accepted.

The list may include any of the following:

- The date on which an application for admission was received by the school
- The date on which an offer of admission was made by the school
- The date on which an offer of admission was accepted by an applicant
- A student's personal details, including their name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

This data may be further shared with the Department of Education for further processing to facilitate the efficient admission of students. This is in accordance with the Minister for Education's statutory function to plan and coordinate the provision of education in schools.

#### **15. DECLARATION IN RELATION TO THE NON-CHARGING OF FEES**

The BOM of GBMDS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- an application for admission of a child to GBMDS, or
- the admission or continued admission of a pupil in GBMDS.

#### **16. REVIEWS/Appeals**

##### **Review of decisions by the Board of Management**

The parent of the pupil may request the BOM 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 Youth.

The BOM 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. More information on appeals can be found [here](#).

### **Request to Review**

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review within 21 calendar days of the date 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 within 21 calendar days of the date of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Requests for reviews can be sent to the school by email to [office@griffithbarracks.ie](mailto:office@griffithbarracks.ie)

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the pupil may appeal a decision of the 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.

More information on appeals can be found [here](#).

## 16. DATA PROTECTION

GBMDS acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained. The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased. All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application). A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.

## 17. PROCEDURE FOR OFFERING PLACES

Letter of Offer and Registration Forms - Following the Closing Date and the subsequent lottery process, the school will send out offers of places by email (and by post to successful applicants currently living in Ireland). Acceptance of the offer must be received by the school, via email or post, by the date and time specified in the Letter of Offer (the "Registration Date"). On acceptance of the offer, a link to an online registration form will be sent, which needs to be completed by the parent/guardian within a week of receipt of the form. This forms part of your acceptance of the place. Any recent assessments for the child(ren) should also be included at this time.

Parents/guardians should also provide any other documentation, which may be specified in the Letter of Offer (as approved by the Board of Management).

Parents/guardians must complete the Registration Forms by the Registration Date together with any required documentation, otherwise the offer will lapse, and the place be offered to the next child on the Waiting List.

### Change of Address Reminder

|                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PARENTS/GUARDIANS ARE REMINDED THAT IT IS ESSENTIAL THAT THEY KEEP GBMDS INFORMED OF ANY CHANGE OF ADDRESS OR CONTACT NUMBERS. CHANGES OF ADDRESS MUST BE NOTIFIED IN WRITING TO THE ADMISSIONS OFFICER OF THE SCHOOL.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **18. APPENDIX (1)**

A “Qualifying Sibling/Staff Member’s Child” means a child:

Whose application is received in the appropriate enrolment period each year.  
who is either:

- the sibling of another child who is enrolled as a pupil in GBMDS and will remain so enrolled for the academic year. For the avoidance of doubt, sibling relationships shall include any family members who are adopted and/or fostered, step or half siblings.
- who is the child of a current staff member of GBMDS who has been employed for at least one year in the school on the date of receipt of application and is still employed in the school on the Registration Date (as defined below) of that child.

**Ratified by the Board of Management on  
30/04/2020**

**Updated 14/09/2020**

**Updated 14/09/2021**

**Updated 12/09/2022**

**Updated 04/09/2023**

**Updated 09/09/2024**

**Updated 09/09/2025**

**Updated 09/09/2026**

## 19. ANNUAL ADMISSION NOTICE FOR THE 2027/28 SCHOOL YEAR

### Admission Policy and Application Form

A copy of the school's **Admission Policy** for the year 2027-2028 is available to download at: [www.griffithbarracks.ie](http://www.griffithbarracks.ie) or on request by writing to Griffith Barracks Multi-Denominational School, The Old Guardhouse, S.C.R., Dublin 8 or emailing: [office@griffithbarracks.ie](mailto:office@griffithbarracks.ie) Admissions Forms are completed online only at <https://griffithbarracks.ie/Page/Admissions/3730/Index.html>

### PART 1:

#### Application and Decision Dates for admission to GBMDS for the school year 2027/2028

##### The following are the dates applicable for admission to Junior Infants

|                                                                                            |                                                     |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1. The school will commence accepting applications for admission on:                       | 1 <sup>st</sup> October at 09:00                    |
| 2. The school shall cease accepting applications for admission on:                         | 31 <sup>st</sup> October at 23:59                   |
| 3. The date by which applicants will be notified of the decision on their application is:  | Within 3 weeks of the closing date for applications |
| 4. The period within which applicants must confirm acceptance of an offer of admission is: | Within one week of the offer being made             |

**Note:** applications made after the enrolment period will be processed as late applications, the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Failure of an applicant to accept an offer within one week of the offer being made may result in the offer being withdrawn.

#### Other Year Groups Application and Decision Dates for the school year 2027/2028

##### The following are the dates applicable for admission to **other year groups (Senior Infants to 6<sup>th</sup> Class)**

|                                                                                           |                                                                     |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. The school will commence accepting applications for admission to other year groups on  | 1 <sup>st</sup> October at 09:00                                    |
| 2. The school shall cease accepting applications for admission to other year groups on    | 31 <sup>st</sup> October at 23:59                                   |
| 3. The date by which applicants will be notified of the decision on their application is  | As places become available in year groups other than Junior Infants |
| 4. The period within which applicants must confirm acceptance of an offer of admission is | One full week after the offer                                       |

**Note: applications made after 31<sup>st</sup> October at 23:59 will be processed as Late Applications. The school will consider and issue decisions on late applications in accordance with the school's admission policy. Failure of an applicant to accept an offer by one week after the offer has been made may result in the offer being withdrawn.**

### **Information about the number of places that will be available in the next school year 2027/2028**

|                                                                                                                                      |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| The number of available places in Junior Infants will be:                                                                            | <b>50</b>                                       |
| The number of available places in other year groups will be decided closer to the time or if a place comes up in a particular class. |                                                 |
| Senior Infants                                                                                                                       | <b>To be decided as places become available</b> |
| 1 <sup>st</sup> Class                                                                                                                | <b>To be decided as places become available</b> |
| 2 <sup>nd</sup> Class                                                                                                                | <b>To be decided as places become available</b> |
| 3 <sup>rd</sup> Class                                                                                                                | <b>To be decided as places become available</b> |
| 4 <sup>th</sup> Class                                                                                                                | <b>To be decided as places become available</b> |
| 5 <sup>th</sup> Class                                                                                                                | <b>To be decided as places become available</b> |
| 6 <sup>th</sup> Class                                                                                                                | <b>To be decided as places become available</b> |

### **PART 2:**

(This section should only be completed if your school intake group/special class/other year group was oversubscribed in the previous school year)

### **Information regarding the admission process for the Intake Group for Junior Infants/other year group for the 2026/2027 school year**

In respect of the 2026-2027 school year, prior to that to which the admission notice applies, the total number of applications for admission received by the school was 265

| <b>Breakdown of places allocated for the 2026/2027 school year:</b>   |                                                                                      |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Number of places available:                                           | 53                                                                                   |
| Number of applications received:                                      | 233                                                                                  |
| Number of Offers made and accepted under each criteria:               | Number of sibling/children of staff member places offered: 25<br>Number accepted: 23 |
|                                                                       | Number of all other places offered: 99 Number of places accepted: 30                 |
| Total number of offers made                                           | 127                                                                                  |
| Number of names placed on waiting list for the school year concerned. | 88                                                                                   |