



# **Gaelscoil Naomh Pádraig:** **Admission Policy**

**Name of school:** Gaelscoil Naomh Pádraig

**Address of school:** Castle Road, Lucan, Co. Dublin School Roll No. 19940G

**School Email Address:** oifig.gsnp@gmail.com School Website <http://www.gsnp.ie>

**School Phone No.** (01) 6241355

**School Fax Number** (01) 6241301

**School Patron:** Archbishop Dermot O'Farrell

## **1. Introduction**

This policy was formulated by the Board of Management and is based on the recommendations of the Education Act 1998, the Equal Status Act 2000, and the Education (Admissions to School) Act 2018. The aim of this policy is to help parents register their children for the school. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and parents of children attending the school. The Chairperson Brian Ó Fiaich and Principal Liam Breathnach would be happy to answer any questions arising from this policy.

The policy was approved by the patron in October 2023 and is reviewed on an annual basis. It is published on the school website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Gaelscoil Naomh Pádraig admission process are set out in the school's annual admission notice which is published annually on the school website at least one week before the commencement of the admission process for the relevant school year.

This policy must be read in conjunction with the schools annual admission notice for the relevant school year.

The application form for admission is published on the school website and is available in hardcopy on request to any person who requests it.

## **2. Characteristic spirit and general objectives of the school**

### **Catholic School**

Gaelscoil Naomh Pádraig is a Catholic co-educational primary school with a catholic ethos under the patronage of Archbishop Dermot O'Farrell.

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic of the Roman Catholic Church which aims at promoting: the full and harmonious development of all aspects of the pupil: including intellectual, physical, cultural, moral and spiritual aspects; and a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ; and, the formation of the pupils in the Catholic Faith

Gaelscoil Naomh Pádraig provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of Education Act, 1998, the Board of Management of Gaelscoil Naomh Pádraig shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **3. Admission Statement:**

Gaelscoil Naomh Pádraig will not discriminate in its Admission policy of a student to the school on any of the following:

Gaelscoil Naomh Pádraig shall not discriminate in its admission of a student to the school on the following grounds:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,

(h) the Traveller community ground of the student or the applicant in respect of the student concerned, or

(i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

As per section 61(3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

### **All denominational schools**

Gaelscoil Naomh Pádraig 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 or a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

### **Schools with Special Education Classes:**

Gaelscoil Naomh Pádraig is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with Autism Spectrum Disorders (ASD) as specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

## **4. Categories of Special Educational Needs catered for in the school**

Gaelscoil Naomh Pádraig, with the approval of the Minister for Education, has established one class to provide an education exclusively for students with ASD.

- i. The process of enrolling in our special class supporting children with ASD begins with an enquiry to the school – this can be a telephone call, e-mail or a visit from the parents/guardians.
- ii. The caller will be informed of the current enrolment status of the special class and will also be directed to this enrolment policy on the school website.
- iii. If an application proceeds, this Application (incorporating date of application, date of birth, address, telephone number and email address will be entered in the Applications File.
- iv. Applications will only be considered on the basis of a diagnostic or psychological report – a diagnosis of autism meeting DSM IV/V or ICD-10 diagnostic criteria. These classes are for all pupils who meet these criteria irrespective of cognitive ability.
- v. The application will undergo team assessment by the Special Class Admission Team, (The admission team is made up of the Principal, the Deputy Principal and the Special Class Teacher) to ensure that the application fulfils the enrolment criteria outlined in this policy.
- vi. Once this process has been completed the applicant secures a place on the list of applicants to enrol. This list is organised on the basis of our enrolment criteria outlined below.

- vii. When a place becomes available the parents and principal will complete the “Notification to NCSE of enrolment in a special class”. This is Form 7 available on [www.ncse.ie](http://www.ncse.ie)
- viii. A school application form, incorporating family details and medical history is completed on enrolment day for children who have secured a place.
- ix. The Special Class Admission Team will review each child’s placement at the end of each school year to determine the appropriateness of the setting. A child may be moved out of the Special Class if the Special Class Admission Team feel that the setting is no longer appropriate.

**Every child applying for a place in the ASD class must provide the relevant reports and documentation as per Point iv. above that recommend that the child attend an ASD class.**

**Enrolment to the class will only be available to children with the reports and recommendations mentioned at Point iv. above who, with the supports available in Gaelscoil Naomh Pádraig, will have the capacity to, at least, partially integrate into a mainstream class.**

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.

**First preference will be given to:**

1. Current pupils of the school who have a diagnostic or psychological report as described at iv. Above.
2. Siblings\* and step-siblings of present pupils attending the school and children resident in the parish. (the eldest child will have priority in this ranking)
3. Children of teachers and permanent staff of Gaelscoil Naomh Pádraig, regardless of address, who have a diagnostic or psychological report as described at iv. Above. (the eldest child will have priority in this ranking)
4. Children who have a diagnostic or psychological report as described at iv. above, who have attained a determined level of fluency in Irish which would be likely to decline if he/she is not admitted to an all-Irish school \*\*
5. Children, who have a diagnostic or psychological report as described at iv. above whose Irish language ability is at a level that would allow the child to function and learn in class and where other pupils would not have to turn to English to communicate. The parent/guardian will be required to provide evidence of this standard. The board of management will have the final decision in these cases.
6. In the event of two or more students being tied for a place in any of the categories above, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

\* Siblings, step-siblings, foster children, adopted children,

\*\*The onus will be on parents/guardians to provide sufficient evidence to demonstrate to the board the required level of fluency in Irish. See further information in the relevant document available from the school.

- Pupils with special educational needs are supported and catered for by the mainstream class teacher with the support of the SET team
- Children with special educational needs enrolling in Gaelscoil Naomh Pádraig will be provided with resources in accordance with the level of resources provided by the Department of Education and Skills. Should the school be in a position whereby the level of resources provided is not sufficient in supporting all the needs in the school, resources will be provided based on a priority of need basis
- The school authorities will meet with the parents of the special needs child to discuss the school's suitability for the child. If deemed necessary, a full case conference may be called including parents, class teacher, SET Teacher, resources teacher, psychologist or social worker where appropriate

## **5. Admission of Students**

Gaelscoil Naomh Pádraig shall admit students seeking admission except in the following circumstances:

1. The school is oversubscribed (please see section 6 below for further details)
2. 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 their consent to accepting the implementation of this Code of Behaviour policy in writing and that he/she will make all reasonable efforts to ensure their child's compliance with this code

### **All denominational schools**

Gaelscoil Naomh Pádraig is a Catholic school and may refuse to admit as a student a person who is not of catholic religion where it is proved that the refusal is essential to maintain the ethos of the school.

### **Special Class**

The special class in Gaelscoil Naomh Pádraig provides an education exclusively for students with Autism Spectrum Disorders (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following 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.

**Catchment Area:** Children who reside in Lucan or Palmerstown and who live within the following parishes, as per Diocesan parish boundaries (see **appendix 1** for confirmation of parish boundaries) are accepted as a priority:

*Divine Mercy Parish, Lucan*

*St. Mary's Parish, Lucan*

*St. Patrick's Parish, Lucan*

*St. Philomena's Parish, Palmerstown*

A child must be 4 years and 3 months old by the 1st of September on the year of entry.

**Admission Criteria (as per Diocesan Criteria):** *(the following criteria will apply in the event of our school being oversubscribed)*

1. Siblings and step-siblings of present pupils attending the school and children resident in the catchment area. (the eldest child will have priority in this ranking)
2. Children of teachers and permanent staff of Gaelscoil Naomh Pádraig, regardless of address. (the eldest child will have priority in this ranking)
3. Children whom the school have confirmed have reached a level of fluency in Irish where it is felt that such fluency would regress if not admitted to an all-Irish speaking school. This will be established through an informal meeting between the school principal and the parent(s) of the child
4. Children residing outside the catchment area. (the eldest child will have priority in this ranking)

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

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **7. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act 1998, 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 payments of fees or contributions (howsoever described) to the school
- (c) A student's academic ability, skills or aptitude; other than in relation to: admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

- (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
- (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 January 2025 only)

## **8. Decisions on applications**

All decisions based on applications for admission to Gaelscoil Naomh Pádraig will be based on the following:

- Our School Admission Policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's 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 admission period and **section 15 below** in relation to applications for places in years other than the intake group of new entrants in junior infants)

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 the offer of admission from Gaelscoil Naomh Pádraig, you must indicate:

- (i) whether or not you have accepted an 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/or are awaiting confirmation of an offer 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 be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Gaelscoil Naomh Pádraig where:

- (i) it is established that the 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 he/she consents to the Code of Behaviour of the school and its implementation, and that the parent shall make all reasonable efforts to ensure their child complies with the code, or;
- (iv) An applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in **section 10** above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018, allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom -

- (i) an application for admission to the school has been received
- (ii) An offer of admission to the school has been made, or
- (iii) An offer of admission to the school has been accepted

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) The date on which an offer of admission was made by the school;
- (iii) The date on which an offer of admission was accepted by the 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 than places available, a waiting list of students whose applications for admission to Gaelscoil Naomh Pádraig were unsuccessful due to 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 Gaelscoil Naomh Pádraig is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy. Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority regarding where a student has been placed on the waiting 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 admission policy, The Education Admissions to School Act 2018 and any regulations made under that Act.

Late applications will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in section 13.

#### **15. Procedures for admission to 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 of new entrants in junior infants

**and**

The procedures of the school in relation to the admission of students who are not already admitted to the school (junior infants), after the commencement of the school year in which admission is sought, are as follows:

##### **The process (senior infants - 6th class):**

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:

Parents/guardians wishing to apply for a place in any class other than Junior Infants must write an application letter to this effect to the Chairperson of the Board. The decision to accept children in any other class is a matter for the Board of Management alone to decide. The Board will decide on the maximum number of children to be accepted at each class level on a yearly basis depending on the needs of each level throughout the school.

Places will be allocated if places are available in the following classes: Senior Infants to 6th Class.

Children may be enrolled in classes other than junior infants who come from an Irish speaking household or are transferring from another Gaelscoil. Children not transferring from a Gaelscoil will meet informally with the Principal and class teacher with the aim being to ascertain that a Gaelscoil setting is in the best interests of all parties involved.

Where the number of applications exceeds the number of places available in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to such applications. Where no places are available, the child's name will be placed on the waiting list in accordance with Section 13 of this policy.

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

The board of Gaelscoil Naomh Pádraig 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**

The following are the schools 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 religion instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

## **18. Review/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 and accessible 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 overprescribed, 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 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 there 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 and accessible on the Department of Education and Skills website.

## **19. Communication**

The policy is available to all new applicants from the school office and is posted on the school website.

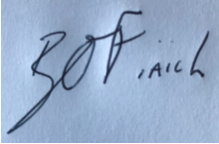
Gaelscoil Naomh Pádraig conducts its affairs through the medium of Irish, and all school policies are considered and approved by the Board of Management through the medium of Irish. This policy is a translation of the approved ‘An Polasaí Iontrála’. In the event of any contradiction between this policy and An Polasaí Iontrála, the Irish language document shall take priority as the primary point of reference.

## **20. Review**

The Board of Management will review this policy on an annual basis.

## 21. Ratification

This policy was reviewed and ratified during the **2024/25** school year (**23/04/24**). The Board of Management will review again during the **2025/26 school year**.

A square image containing a handwritten signature in black ink on a light blue background. The signature is written in a cursive style and appears to read 'Síniú an Chathaoirligh'.

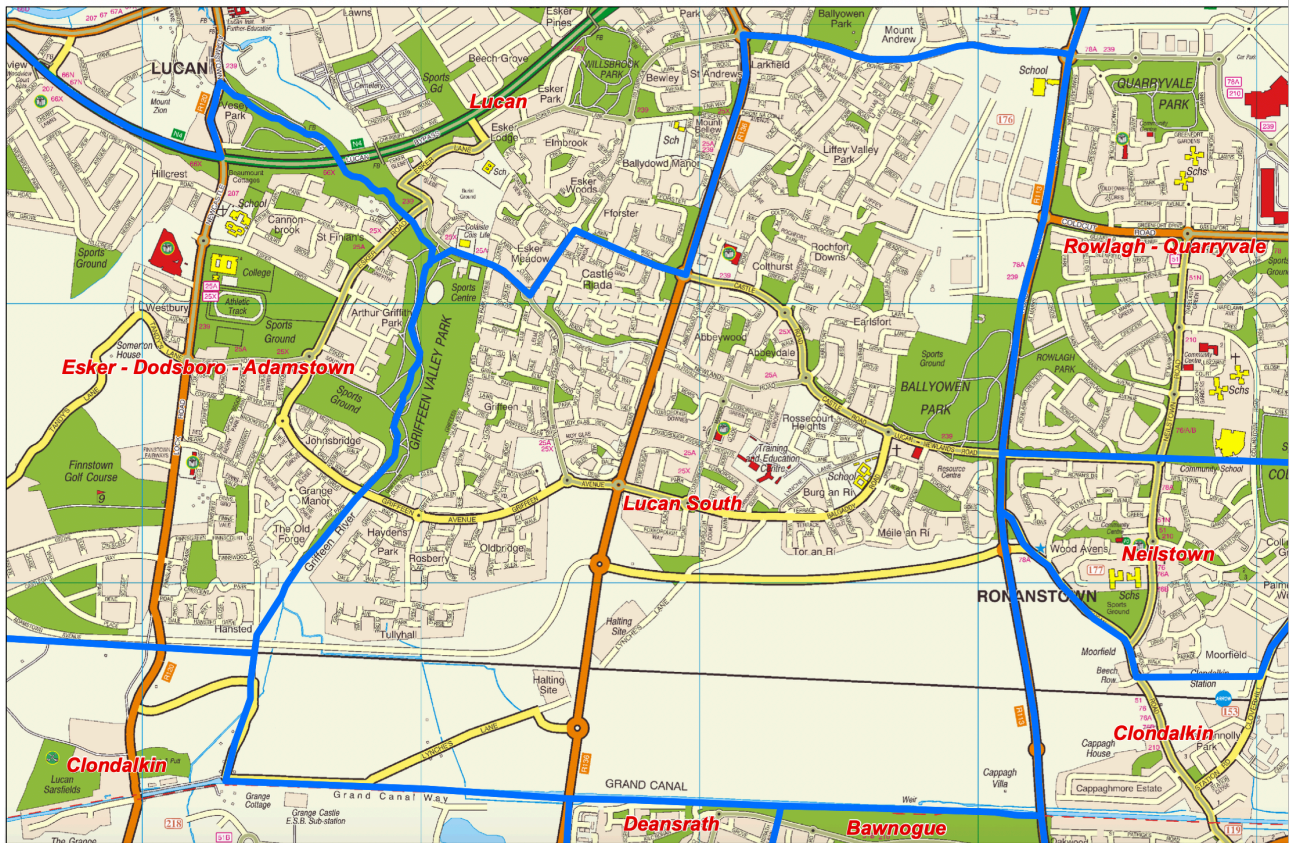
Síniú an Chathaoirligh:

Dáta: **23/04/24**

# Appendix 1: Parish Boundaries:

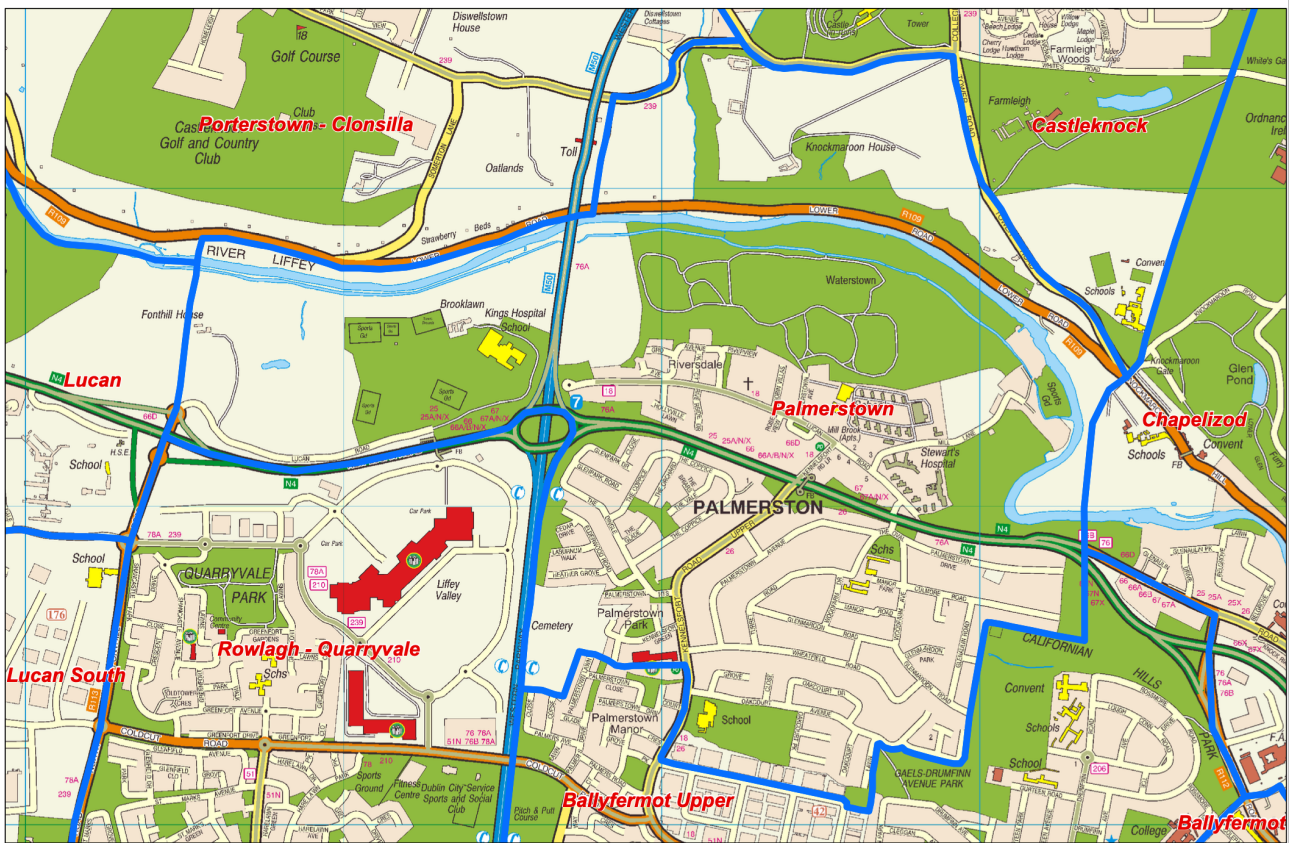
Lucan South Parish

Archdiocese of Dublin



Palmerstown Parish

Archdiocese of Dublin



Lucan Parish

Archdiocese of Dublin



Esker - Dodsboro - Adamstown Parish

Archdiocese of Dublin

