



Admission policy

Admission Policy of Scoil Cholmcille SNS

School Address: Newbrook Rd., Donaghmede, Dublin 13

Roll number: 19611K

School Patron/s: Archbishop of Dublin, Diarmuid Martin

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 30th July 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Cholmcille 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.

3. Characteristic spirit and general objectives of the school

Scoil Cholmcille SNS is a Senior, Co-Educational, primary school with a Catholic ethos under the patronage of the Arch-Bishop of Dublin.

“Catholic Ethos” in the context of a Catholic Primary School means the ethos and characteristic of the Roman Catholic Church, which aims at promoting:

- (i) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (ii) a living relationship with God and with other people; and
- (iii) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (iiii) the formation of the pupils in the Catholic faith,

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

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Cholmcille 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.

Our Mainstream Classes run from 3rd Class to 6th Class.

Our Special Classes consist of three classes catering for children diagnosed with Autism and one class which caters for children with a Specific Learning Disability.

In Scoil Cholmcille, located in Holy Trinity Parish in Donaghmede, we strive to provide a well-ordered, caring, respectful, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed. The school aims to promote the full and harmonious development of all pupils including a living relationship with God and other people and promotes a Christian philosophy of life.

While Scoil Cholmcille SNS. is a school with a Catholic ethos, it also has due recognition for all other religions.

Scoil Cholmcille SNS supports the principles of: -

- respect for the diversity of values, beliefs, traditions, languages and ways of life and society
- inclusiveness
- equality of access and participation in the school
- parental choice in relation to enrolment

Admission Statement

Scoil Cholmcille 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.

Scoil Cholmcille is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Scoil Cholmcille is a school which has established classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

- As a Mainstream School with a Special Educational Needs class attached, Scoil Cholmcille with the approval of the Minister for Education and Skills, has established a class to

provide an education exclusively for students with a Specific Learning Disability who meet criteria set by the Department.

- Furthermore, Scoil Cholmcille, with the approval of the Minister for Education and Skills, has established a Junior, Middle and Senior class to provide an education exclusively for students with a diagnosis of Autism.

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

- Scoil Cholmcille is a school with a Catholic ethos and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.
- The special SLD Class attached to Scoil Cholmcille SNS provides an education exclusively for students with a Specific Learning Disability 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.
- The special Autism Classes attached to Scoil Cholmcille SNS provide an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

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:

In the event that applications exceed/ is expected to exceed the number of spaces available, the Board of Management has determined that priority in the allocation of places will be given to the following groups of children

- Children that are moving on to third class from St.Kevin's Junior School
- Siblings and step-siblings of children already enrolled in the school and children resident in the parish
- Children of Staff (the eldest child will have priority in this ranking).
- Children residing outside the parish with the eldest child having priority

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.

Admission to Special Classes in Scoil Cholmcille SNS

ASD Classes

The special Autism Classes attached to Scoil Cholmcille SNS provide an education exclusively for students with Autism and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

The criteria for enrolment include:

The child has a medical diagnosis* specifying Autism. (*Assessment and classification of Autism or Autistic spectrum disorder by a psychiatrist or clinical psychologist using DSM-IV or ICD-10 criteria **OR** multi-disciplinary assessment of same by a professional team [including a clinical psychologist.] without significant intellectual impairment.

A recent recommendation (within two years of the proposed admission date) must be provided by the above professional indicating that a placement in a Special Needs Unit in a mainstream school is warranted.

The child has been accepted or is on a waiting list for Beech Park Services.

If a child also presents with a general learning disability, it must fall within the mild range or above, (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)

The child is at least 3 years of age on or before September 1st prior to starting school.

The educational provision being given to the children currently in the Special Needs Unit program will not be detrimentally affected by the level of specialised intervention required for the new child.

SLD Class

The special SLD Class attached to Scoil Cholmcille SNS provides an education exclusively for students with a Specific Learning Disability 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.

The criteria for enrolment include:

A recent assessment by a qualified psychologist/psychiatrist indicating an IQ of average or above.

A score on a literacy test at or below the 2nd percentile (or numeracy in the case of Dyscalculia).

A recommendation to attend a reading school or reading unit.

What will not be considered or taken into account

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

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí.
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, siblings of a student attending or having attended the school.
- (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).

Decisions on applications

All decisions on applications for admission to Scoil Cholmcille SNS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

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).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Cholmcille SNS, you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Cholmcille SNS where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

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 and relevant information between schools in order to facilitate the efficient admission of students.

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

- (i) an application for admission to the school has been received,

- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Cholmcille SNS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Cholmcille SNS 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.

Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is 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.

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

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Parents/Guardians may complete an Application to enrol and submit to Scoil Cholmcille for review.

In the event that applications exceed/are expected to exceed the number of spaces available, the Board of Management has determined that priority in the allocation of places will be given to the following groups of children

- Children that are moving on to third class from St.Kevin's Junior School
- Siblings and step-siblings of children already enrolled in the school and children resident in the parish
- Children of Staff (the eldest child will have priority in this ranking).
- Children residing outside the parish with the eldest child having priority
- 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.
- In determining enrolment the Board of Management shall take into account Department of Education and Skills regulations regarding staffing provisions, maximum class size and maximum class average and any other relevant requirements concerning accommodation such as physical space, and the integration of children from our Special Classe

Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of Scoil Cholmcille SNS 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.

Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents have 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:

If parents want their child to receive no religious instruction 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.

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.

The time limit for receipt of an appeal by the Board of Management of Scoil Cholmcille SNS is three weeks from the date the refusal letter was issued to the Parent/Guardian.

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.

Signed _____ Date _____

Mr. Jim Mulcahy Chairperson of the Board of Management

Signed _____ Date _____

Ms Fiona Roe Acting Principal