

## **Admission Policy of St. Patrick's Senior National School**

**School Address: Corduff, Blanchardstown, Dublin 15**

**Roll number: 19636D**

**School Patron: Catholic Archbishop of Dublin**

### **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 November 2nd 2025. 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. Patrick's Senior National School 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. Patrick's SNS, Corduff is a Catholic Co-educational Senior Primary School under the patronage of his Grace the Archbishop of Dublin.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- The full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects;
- A living relationship with God and with other people;
- A philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

- The formation of pupils in the Catholic faith, providing religious education 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 St. Patrick's SNS 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.

Aims of St. Patrick's SNS:

The following are the agreed aims of the school:

- To promote the fullest possible development of each child as an individual and as a member of society.
- To promote attitudes and habits related to spiritual fulfilment and to ensure sound social, moral and religious development.
- To encourage the child to be self-confident, independent, tolerant, kind, and cooperative.
- To endeavour to ensure that, at a minimum, each child will achieve competence, appropriate to his/her ability, in literacy and basic mathematical concepts and operations.
- To ensure that all activities, policies, and programmes are developed and delivered with respect, and that a positive celebration of difference is cultivated, always being mindful of the moral, conscientious, religious, linguistic, and cultural principles of all within the school community.

### **3. Admission Statement**

St. Patrick's SNS will not discriminate in its admission of a student to the school on any of the following:

- Gender of the student or applicant;
- Civil status of the student or applicant;
- Family status of the student or applicant;
- Sexual orientation of the student or applicant;
- Religion of the student or applicant except in respect of the provision of religious education or the implementation of the school's Catholic ethos;

- Disability of the student or applicant;
- Race of the student or applicant;
- Traveller community status of the student or applicant;
- The ground that the student 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. Patrick's SNS 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 relating to the provision of education to children with special educational needs, including, in particular, the provision and operation of a special class or classes when requested to do so by the Council.

St. Patrick's SNS will comply with any direction served on the patron or the board, as the case may be, under section 37A, and any direction served on the board under section 67(4B) of the Education Act.

St. Patrick's SNS is a co-educational school whose objective is to provide education in an environment which promotes certain religious values, while admitting children who are not of the Catholic faith.

St. Patrick's SNS has established classes, with the approval of the Minister for Education and Skills, which provide education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to these classes a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs Catered For in the School/Special Class**

St. Patrick's SNS, with the approval of the Minister for Education and Skills, has established:

1. One class to provide an education exclusively for students with a Mild General Learning Disability (MGLD)
2. Two classes to provide education exclusively for students with a diagnosis of a qualifying Autism Spectrum Disorder (ASD), with the emphasis being on ultimately integrating children into the mainstream.

Other children with a variety of Special Educational Needs can also be accommodated within the mainstream setting.

## **Enrolment Application Procedure for the ASD Class**

### **Parental Requirements:**

As required under Circular 0039/2025, parents must submit diagnostic reports and request eligibility determinations from the SENO/NCSE by 1st October of the year prior to the requested admission. A letter of preliminary determination from the SENO must accompany any school application. Only applications that include this SENO letter will be considered.

### **Class Structure:**

- Our ASD class has a maximum capacity of six pupils.
- The BOM is committed to providing an educational setting focused on pupils' needs, enabling learning in a safe environment, and facilitating gradual integration into mainstream classes where appropriate and in the best interest of the pupil.
- Parental involvement in the pupil's learning is encouraged to ensure consistency across learning environments.
- Teaching methodologies will be tailored to the individual pupil's needs.

### **Criteria for Admission:**

- Pupils must be 8 years of age on or before 1st September of the requested academic year.
- Pupils will transfer to post-primary in consultation with parents and relevant professionals at the appropriate time, typically around age 12, but may remain longer if needed, subject to review.
- A fully completed, signed, and dated application form must be submitted where a vacancy exists.
- The applicant must have a primary diagnosis of a qualifying Autism Spectrum Disorder (DSM IV/V or ICD 10/11), confirmed by a professional report. The report must include a recommendation for placement in an ASD class attached to a mainstream school.
- A clear professional recommendation regarding the most appropriate educational placement must be provided, reflecting the severity and complexity of the child's support needs.
- Children already enrolled in St. Patrick's SNS mainstream classes, with a recommendation for a special class, take preference.

### **Application Assessment & Decision:**

- Incomplete applications or missing reports will not be considered until completed.
- Applications are assessed by the ASD Advisory Board (Principal, Deputy Principal, SEN Co-ordinator), who advise the BOM.
- The BOM decides on acceptance based on eligibility, recommendations, and available resources.

**Oversubscription:**

- If applicants exceed the class capacity, names are placed on a waiting list for the duration of the academic year.
- Parents must confirm acceptance of a place in writing within 7 calendar days.

**Placement & Continuing Placement:**

- Pupils' individual needs are reviewed regularly to ensure the ASD class remains appropriate.
- Reviews involve parents and other relevant professionals.
- The BOM may review placement suitability annually.

**Resources:**

- Places are contingent on the continuing provision of resources by the NCSE and DES.

**Enrolment Application Procedure for the MGLD Class**

**Class Structure:**

- Maximum capacity: 11 pupils.
- BOM decides entitlement and availability of places.

**Criteria for Admission:**

- Pupils must be 8 years of age on or before 1st September of the requested academic year.
- Pupils normally transfer to post-primary education at age 12.
- A completed enrolment form and original birth certificate must be submitted.

- A recent psychological assessment/report from a multi-disciplinary team must accompany the application (dated within two years).
- The report should outline full-scale IQ and include a professional recommendation for MGLD special class placement.
- In line with Circular 0038/2010, pupils with borderline MGLD may be offered a place if they have additional special learning problems (EBD, language difficulties, or immature social behaviour). MGLD pupils are offered first priority.

#### **Application Assessment & Decision:**

- Assessed by the MGLD Advisory Board (Principal, Deputy Principal, BOM member), who advises the BOM.
- Parents must confirm acceptance of a place in writing within 7 calendar days.
- Oversubscription results in a waiting list maintained for the academic year.

#### **Placement & Continuing Placement:**

- Pupils already in St. Patrick's mainstream classes, with a recommendation for a special class, take preference.
- Pupils are phased into the class gradually in consultation with parents.
- Individual needs and progress are reviewed regularly with parents and relevant professionals.
- The BOM reserves the right to review placement suitability annually.

#### **Resources:**

- Placement is dependent on continuing provision of NCSE and DES resources.

#### **Behaviour**

- Children with SEN may display challenging behaviours; these will be managed using strategies outlined in the Individual Education Plan (IEP).
- All pupils are subject to the School Code of Behaviour and Health & Safety Statement.

### **5. Admission of Students**

This school shall admit each student seeking admission except where:

1. The school is oversubscribed (see section 6 below)
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 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

The special classes attached to St. Patrick's SNS provide an education exclusively for students with ASD and MGLD, and the school may refuse admission to these classes where the student concerned does not have the specified category of special educational needs provided for in these classes. (See Appendix 1)

## **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 applications received within the timeline set out in the school's annual admission notice:

Selection Criteria:

- Children of St. Patrick's JNS
- Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Corduff
- Children of staff
- Children residing outside the parish/catchment area

In the event of a tie:

- A lottery will apply with an independent party present.

ASD and MGLD Classes:

- Names will be placed on a waiting list for the duration of the academic year for which the application was made.
- In the event of oversubscription, 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, the school will not consider or take into account:

- A student's prior attendance at a preschool, including naíonraí
- The payment of fees or contributions to the school
- A student's academic ability, skills or aptitude, except where relevant to admission to the MGLD or ASD classes
- The occupation, financial status, academic ability, skills or aptitude of a student's parents
- A requirement that a student, or their 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 their family attending or having previously attended the school, other than siblings of a student attending or having attended the school, as per enrolment criteria
- The date and time on which an application was received, provided it is within the admissions period specified in the Annual Admission Notice

## **8. Decisions on Applications**

Decisions will be based on:

- Our school's admission policy
- The school's annual admission notice
- The information provided in the official application form

Selection criteria not included in this policy will not be used to make decisions on applications.

## **9. Notifying Applicants of Decisions**

Applicants will be informed in writing within the timeline outlined in the annual admissions notice.

If a student is not offered a place, reasons will be communicated in writing, including ranking against selection criteria and place on the waiting list.

Applicants will be informed of their right to review/appeal (see section 18).

## **10. Acceptance of an Offer of a Place**

In accepting an offer, applicants must indicate:

- Whether they have accepted an offer at another school(s) and provide details

- Whether they have applied for and are awaiting confirmation from another school(s) and provide details

### **11. Circumstances in Which Offers May Not Be Made or May Be Withdrawn**

An offer may not be made or may be withdrawn where:

- Information in the application is false or misleading
- An applicant fails to confirm acceptance by the date in the annual admission notice
- A parent fails to confirm that the school's Code of Behaviour is acceptable and will be adhered to
- An applicant fails to comply with Section 10 requirements

### **12. Sharing of Data with Other Schools**

Under section 66(6) of the Education (Admission to Schools) Act 2018, information may be shared between schools to facilitate admissions.

Information may include:

- Dates of application, offer, and acceptance
- Student personal details, including name, address, date of birth, and PPS number

### **13. Waiting List**

A waiting list will be compiled for oversubscribed years and remain valid for the school year in question.

Placement on the list is based on selection criteria. Late applications are added to the end of the list by date received. Offers of available places are made in order of priority.

### **14. Late Applications**

Late applications will be considered in line with this policy and relevant legislation.

Applicants will be notified within three weeks of the decision. If no place is available, the applicant will be placed on the waiting list.

### **15. Procedures for Admission to Other Years**

Pupils may transfer at any time, subject to space, school policy, and in some cases DES approval.

Relevant information concerning attendance and educational progress will be requested.

Parents must read and sign the Code of Behaviour.

### **16. Declaration in Relation to Non-Charging of Fees**

The Board of St. Patrick's SNS will not charge fees or seek contributions as a condition of:

- Application for admission
- Admission or continued enrolment

### **17. Arrangements Regarding Students Not Attending Religious Instruction**

Parents who request that a student not attend religious instruction will meet with the Principal to arrange suitable alternative arrangements. These arrangements will not reduce the school day.

### **18. Reviews/Appeals**

Review by the Board of Management

Parents may request a review under Section 29C of the Education Act 1998. Reviews will follow procedures under Section 29B and 29C.

Right of Appeal

Under Section 29 of the Education Act 1998, parents or students (18+) may appeal refusal of admission. Appeals are considered by an independent committee appointed by the Minister for Education.

### **Ratification and Communication**

This policy was ratified by the Board of Management of St. Patrick's SNS at its meeting on 16<sup>th</sup> December 2025 Parents may view this policy on the school website or by appointment with the Principal.

Date: Fr John O'Connor

Chairperson of the Board of Management

P.P. Mary O'Riordan