

Muslim National School
Seek knowledge from the cradle to the grave



19 Roebuck Road
Clonskeagh
Dublin 14

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Roll Number: 19949B

www.muslimns.ie

ADMISSIONS POLICY

Introduction

The Board of Management of the Muslim National School sets out its Admissions Policy in accordance with the provisions of the Education Act 1998, the Education (Admissions to Schools) Act 2018, and the Equal Status Act 2000. In drafting this policy, the Board of Management has consulted with the Patron, school staff and parents of children attending the school.

The policy was approved by the Patron on 03/10/2024. The policy is published on the school website and is available in hard copy on request from the school.

The relevant dates and timelines for the Muslim National School's admissions process are set out in the Annual Admission Notice which is published annually on the school website at least one week before the commencement of the admissions process for the year concerned.

This policy must be read in conjunction with the Annual Admissions Notice for the year concerned.

School: Muslim National School, 19 Roebuck Road, Clonskeagh, Dublin 14.

Roll No. 19949B

Ph: 01 2961340

Email: mns0003@hotmail.com

Website: www.muslimns.ie

School Type: Vertical, coeducational, Muslim School.
Junior Infants to Sixth Class and one Special Needs Class

School Hours: 9am to 1:50pm Junior and Senior Infants
9am to 2:50pm 1st to 6th Class

Denomination: Islamic under the patronage of the Islamic Foundation of Ireland

1. Characteristic Spirit:

The Muslim National School has an Islamic ethos that permeates all activities throughout both the curriculum and the school day. In this atmosphere the spiritual, intellectual, social and physical growth of the children is fostered in the light of the Quran and Sunnah of Prophet Muhammed (salla Allahu 'alayhi wa sallam)

2. Vision:

School Motto 'Seek Knowledge from the Cradle to the Grave' The Muslim National School wishes to develop the full potential of students in the light of Islamic ethos and values. It seeks to foster individual self-esteem and encourage lifelong learning, in preparation for future successful participation as Muslim citizens in society.

3. Objectives :

The Muslim National School seeks;

- To nurture an Islamic sense of self with a holistic approach to the development of the child and to imbue the core values of honesty and respect

- To provide a safe, nurturing environment where each member of the school community is welcomed, respected and valued.
- To provide an environment where a child develops self-esteem, a sense of empathy and the ability to interact socially with confidence.
- In partnership with parents to develop good citizenship, with a sense of self-respect and respect for others.
- To develop an understanding, acceptance and appreciation of cultural diversity.

4. Ethos :

All parents will be required to sign an agreement, as part of the code of behaviour, to uphold and respect the ethos of the Muslim National School, to agree to the non-standardised calendar and the practice of only celebrating Islamic festivals within the school.

5. Admission of Students :

The Muslim National School shall admit each student seeking admission except where:

- The school is oversubscribed
- 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 a code by the student.
- A student seeking admission to the Special Class does not have the category of special education needs provided for in section 7 of this policy

6. Admissions Statement

The Muslim National School will not discriminate in its admission of a student to the school on any of the following:

- I. The gender ground of the student or the applicant in respect of the student concerned

- II. The civil status ground of the student or the applicant in respect of the student concerned
- III. The family status ground of the student or the applicant in respect of the student concerned
- IV. The sexual orientation ground of the student or the applicant in respect of the student concerned
- V. The religion ground of the student or the applicant in respect of the student concerned
- VI. The disability ground of the student or the applicant in respect of the student concerned
- VII. The race ground of the student or the applicant in respect of the student concerned
- VIII. The Traveller community ground of the student or the applicant in respect of the student concerned
- IX. The ground that the student or the applicant in respect of the student concerned has special needs.

The Muslim National School is a school whose objective is to provide an education in an environment which promotes Islamic values and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

The Muslim National School is a Muslim school and does not discriminate in relation to the admission of a student who is a member of the Islamic faith and who applied for a place in accordance with section 11 of the Education (Admissions to Schools) Act 2018.

Application Procedure:

Parents who wish to enroll pupils in the school will be required to complete and submit an online school application form via Aladdin as per the Annual Admissions process. A copy of the child's birth certificate must accompany the application. If the birth certificate is in a language other than English, a copy of this certificate plus a certified translation must accompany the application (certified translation service available in Islamic Cultural Centre, Clonskeagh and Islamic Foundation of Ireland offices on South Circular Road). If a birth

certificate is not available, a copy of a current passport showing the date of birth will suffice.

The Muslim National School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the council.

The Muslim National School will comply with any direction served on the board or the patron under section 37A or 67(4) (b).

7. Categories of Special Education Needs Catered for in the Special Education Class :

- I. The Muslim National School, with the approval of the Minister of Education, has established a single class (The ' Special Class') to provide and education exclusively for those students who have a diagnosis of Autism i.e. DSM- 5 or ICD 10. Each pupil must have the potential for re integration into mainstream classes on a full or part time basis
- II. In order to be admitted to the Special Class each child must have a full current Psychological and Cognitive Assessment specifying this diagnosis and a recommendation for a special class placement from a multi-disciplinary team. All relevant reports and assessments must be provided to the school prior to enrolment.
- III. The Department of Education and Skills states that the ratio for the Special Needs Class is a maximum of six pupils to one teacher and two Special Needs Assistants. There must be more than three pupils to access the second SNA.
- IV. Initially parent(s)/ guardian(s) and the pupil will attend a meeting with the Deputy or Assistant Principal. This will include a tour of the school and mosque and any questions or concerns of parents/ guardians will be addressed. This meeting is for the provision

of information only and will play no part in or have any influence on the admissions process.

- V. A follow up meeting will take place between parents/ guardians, pupil, Principal, class teacher and any other relevant staff after enrolment and before starting school. A general meeting of all new parents will be held prior to the commencement of school.
- VI. The Special Class will be coeducational and will cater for pupils of Primary School age, 4 to 12 year, as per mainstream enrolment policy. Children of ten years or older seeking enrolment will be admitted at the discretion of the Board of Management.
- VII. All placements are subject to review at the request of the parents and/or the school. The review will include input from all agencies involved, the parents/ guardians and the school. Following the review, a recommendation may be made that the child be enrolled in a school that can meet his/her needs.
- VIII. The school Principal implements the Admission Policy on behalf of the Board of Management.
- IX. In-the case Of Oversubscription, first priority will be given to pupils attending the-Muslim National School, Clonskeagh. Following that enrolment will be given to children of the Islamic faith from the Greater Dublin area as per date of application, then children of other faiths and none in line with the selection criteria set out in this Admission Policy.
- X. In the instance where a parent does not accept a place offered to a child for a particular class and year of admittance, the offer of a place is considered to be withdrawn at this point.

The Board of Management will monitor the implementation of all aspects of this policy with regard to the Special Education Class (the "special class"). This policy will be amended and updated as required.

8. Oversubscription and Selection Criteria :

As a general principle, and in so far as practicable, having regard to the school's Admission Policy, children will be enrolled on application provided that there is space available (normally excluding junior infants) after the month of September.

In the event of the number of children seeking enrolment exceeding the number of places available, the Board of Management will apply the following criteria, in the order listed below, to applications that are received within the timeline for receipt of applications as set out in the School's Annual Admission Notice, to identify which children should be admitted to Junior Infants or on transfer from another primary school.

- a. Children who have brothers or sisters currently enrolled in the school. This category will be prioritised by age, commencing with the oldest. Parents must apply as per the Schools Annual Admissions Notice.
- b. Children whose sisters or brothers are prior pupils of the school. This category will be prioritised by age, commencing with the oldest. Parents must apply as per the Schools Annual Admissions Notice.
- c. Children of the Islamic faith residing in the Greater Dublin area. This category will be prioritised by age ,commencing with the oldest
- d. Children of the Islamic faith residing outside the Greater Dublin area. This category will be prioritised by age ,commencing with the oldest
- e. Children of staff members. This category will be prioritised by age ,commencing with the oldest
- f. Children of other faiths and none. This category will be prioritised by age ,commencing with the oldest

Any child who is four years on or before Aug 31st of year of enrolment and who applies for a place is entitled to be enrolled if there are places available in the school. In the case of oversubscription places will be allocated

according to the above criteria. Parents must apply before the deadline as set out in the Annual Admission Notice.

Where pupils have left the school without prior notice or explanation, those pupils will only be re-admitted to the school at the discretion of the Board of Management.

The Board of Management may seek further clarification from applicants before making a decision.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (where the school is oversubscribed) the Board shall have the discretion as to which students are admitted.

9. What will not be Considered or Taken into Account:

In accordance with section 62(7)(e) of the Education Act but subject always to the provisions of section 8 of this Policy which relate to admission of students to the Special Class, 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 student's prior attendance at a pre-school service.
- 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, other than siblings, attending or having previously attended the school.

- The date and time on which an application was received by the school. This is subject to the application being received at any time during the period specified for receiving applications, as set out in the annual Admission Notice of the school for the school year concerned. It is also subject to the school making offers based on existing waiting lists (up to 31st January 2025 only).

10. Decisions Making Criteria :

Decisions made in relation to applications for enrolment are made by the Board of Management in light of Sections 6(e), 9(e) and 15(2) (d) of the Education Act 1988.

Decisions made in relation to applications for enrolment are made by the Board of Management in accordance with the school's Admission Policy, the school's Annual Admission Notice and the information provided by the applicant in the school's official application form received during the period specified in the Annual Admissions Notice.

In addition, the Board will have regard to any relevant Department of Education and Skills guidelines in relation to class size or staffing provisions and/or any other relevant requirements concerning accommodation, such as physical space and the health and welfare of the pupils.

Selection criteria that are not included in the school's Admission Policy will not be used to make a decision.

11. Notifying Applicants of Decisions :

Applicants will be informed by email and in writing by regular post as to the decision of the school, within the timeline outlined in the Annual Admission Notice.

If a student is not offered a place in the school, the reasons why they were not offered a place will be communicated via email 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 of the school year concerned.

Applicants will be informed of the right to seek a review/ right of appeal of the school's decision.

12. Acceptance of an Offer of a place by an applicant:

In accepting an offer of admission from the school the applicant must indicate:

- a) Whether or not the applicant accepted an offer of admission for another school or schools. If such an offer has been accepted, details of the offer or offers concerned must be provided, and
- b) Whether or not the applicant has applied for and is awaiting confirmation of an offer of admission from another school or schools, and if so, details of the other school or schools concerned must be provided.

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 the school where:

- a) It is established that information contained in the application is false or misleading
- b) 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
- c) 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
- d) An applicant has failed to comply with the requirements of acceptance of an offer as set out in section 13 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 in order to facilitate the efficient admission of students.

15. 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 the 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 is in the order or 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.

16. 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 the school's Admission Policy, the Education's Admissions to School Act 2018 and any regulations made under that Act.

17. Declaration in relation to the non-charging of fees:

The board of the school or any person 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

c) Continued enrolment of a student in the school.

18. Reviews and Appeals:

Review of decisions by the Board of Management

The parent of 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.

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 may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the Board of Management prior to making an appeal under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills

19. Admission Day/Date

Normally the first day of the school year.

On Enrolment

20. Children of Other Faiths and None:

Children of other faiths and none, where a request is made in writing, will be excused from formal religious instruction and attendance at prayer. As far as possible the school will endeavour to provide alternative arrangements during these periods. It is not possible to

specify these arrangements and they may be subject to alteration or change. It is not possible to provide instruction in any other faith.

21. School Calendar :

Bearing in mind the Islamic ethos of the school, the standardised school calendar will be changed and adjusted to accommodate Islamic religious celebrations and festivals. The school will complete the 183 school days required by the Department of Education and will observe Public and Bank holidays. Other school holidays will be shortened or rearranged to make provision for Islamic holidays. Festivals and holidays of other faiths will not be celebrated in the school.

22. Funding:

The Muslim National School is a state aided Muslim Primary School which depends on the grants and teacher resources as provided by the Department of Education, the school operates within the regulations laid down by the Department and it is the policy of the Board of Management that all state grants from are used only for the purpose for which they are provided.

The teaching of religion is however not funded by the grants provided by the Department and is under the management and patronage of the Islamic Foundation of Ireland. The Board of Management has regarded at all times to the resources and funding available and their sanctioned use. A yearly fee of €100.00 per child to cover the costs Religious Education is applied.

23. School Curriculum:

In keeping with the National Primary School Curriculum, the school currently follows a well balanced broadly based curriculum which promotes the spiritual, moral, cultural, intellectual and physical development of all the pupils. It is the policy of the Board of Management that the school will follow the curricular programmes prescribed by the Department of Education, in tandem with the Islamic characteristic spirit of the school.

The Board of Management is bound by the Department of Education & Skills Rules for National Schools, which provide that pupils may only be enrolled from the age of 4 years and upwards, although compulsory attendance does not apply until the age of 6 years. The school will admit, each year, the number of pupils determined by the Board of Management. A child may not be allowed to attend or be enrolled in the school before his/her fourth birthday (rule 64.1)

24. The Procedures for Enrolment:

Provision of key information by parents on enrolment:

The Board will require the following information when children are being enrolled

- Pupil's name, date of birth , address and PPSN number
- Names and addresses of pupil's parents/ guardians
- Current contact telephone numbers and email address
- Details of any medical condition/allergies or any history of ill health
- Details of assessment(s) or special needs
- Previous schools/preschool attended, if any, and reasons for transfer, if applicable
- Nationality and language spoken at home.

- Any other relevant information, including any such future information as may be prescribed under the Education Welfare Act 2000, or education for persons with Special Educational Needs Act (2004)

- Children arriving in Ireland from abroad will be tested to ascertain their educational level (normally excluding children for junior infants). Classes are arranged on the basis of age
- Children enrolling from other schools in Ireland must have current school report.

25. Enrolment of Pupils with Special Needs in Mainstream Classes :

In relation to enrolment of pupils with special needs, all applications should be accompanied by:

- A psychological report.
- A report from a speech and language therapist where appropriate.
- A medical history/report in so far as it relates to the special needs of the child.
- Indication of the existence of other reports, assessments of information where a child has been seen by another agency or professional e.g. social worker, neurologist, occupational therapist, etc.
- Where such reports are not available the Board will request that the child be placed on a waiting list for assessment.

The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Where further resources are required, the Board prior to enrolment requests the Special Education Needs Organiser to provide the resources required to meet the needs of the child as outlined in the psychological, medical or other report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, Special Educational teaching staff, S.N.A, specialised equipment or furniture, transport services or other.

26. Pupils Transferring:

Pupils may transfer to the school at any time, subject to the Admission Policy of the school, available space, and in some cases, either with approval of the Department of Education & Skills Or when a transfer is made because of a change of the ordinary residence of the child.

It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

27. School Rules & Code of Behaviour:

Parents of pupils who are enrolled in Muslim National School are required to co-operate with and support the school rules; Code of Behaviour, Anti Bullying Policy, Child Protection Policy, Internet Acceptable Use Policy, as well as all other policies on curriculum, organisation, administration and management. The Board of Management requires parents/guardians to sign the said policies and to ensure that their child/children co-operate with the said policies in an age appropriate way.

The Board of Management will monitor the implementation of all aspects of this Policy. The Policy will be amended and updated as required.

Signed



Patron: Islamic Foundation of Ireland

Dated 06/10/2024