

Admission Policy
Corpus Christi National School



The Admission Policy of Corpus Christi National School

**Homefarm Road,
Drumcondra,
Dublin 9,
D09 K270**

Roll No. 16860Q

Patron: Archbishop Dermot Farrell, 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.

This policy was reviewed in December 2023 and approved on January 5th, 2024. 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 Corpus Christi 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

Corpus Christi National School is a Catholic a co-educational primary school with a Catholic Ethos under the patronage of the Archbishop of Dublin. It has changed its status from single-sex to coeducational in a phased approach, starting with Junior Infants 2024.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting: (a) the full and

harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) 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 Corpus Christi National School 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 mission statement states that Corpus Christi National School is a school “Where we strive to learn together in a happy and safe environment where everyone is valued, respected and encouraged to do their best.”

3. Admission Statement

Corpus Christi National School 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.

All Denominational Schools

Corpus Christi National School is a coeducational primary school with a Catholic Ethos under the patronage of the Archbishop of Dublin.

Corpus Christi National School opened two special classes in September 2025 with the approval of the Department of Education, which provides an education exclusively for students with Autism Spectrum Disorder and may refuse to admit to the class a student who does not have the category of needs specified.

Corpus Christi 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.

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

Corpus Christi National School, with the approval of the Minister for Education, established two special classes with 6 pupils in each starting in September 2024 to provide an education exclusively for students with a diagnosis of Autism Spectrum Disorder (ASD).

ASD Class Admission

Registration alone does not guarantee a place in the school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with the Admissions policy.

It is the duty of parents to ensure that, with the Application form, the School Secretary has all of the following:

- A. A completed Admission Application form must be submitted to the school. The form may be downloaded from the school website.
- B. An original birth certificate and a copy of a birth certificate must be included with the application
- C. Two of the following as proof of address (these must be dated within two months of application)
 - Electricity Bill
 - Gas Bill
 - Phone Bill
 - Lease Agreement
- D. A recent (dated within 2 years of the proposed admission date) psychological assessment or a report from a member of a multi-disciplinary team referring to the child for whom a place is being sought must be included with the application. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker and a Physiotherapist. Please note that all reports in operation on a

child should be provided to the school for assessment by the Admissions Team. The withholding of reports from the school Admissions Team may invalidate an enrolment application at any time;

E. Evidence that the child has a primary diagnosis of Autism/Autistic Spectrum Disorder should be made using the DSM IV/-V or ICD 10/11 criteria or equivalent by the psychologist, psychiatrist or a member of the Multidisciplinary Team. If the child also presents with a general learning disability, this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.

F. The diagnostic report must have a clear professional recommendation that a special class placement in a mainstream school is both necessary and suitable for the child;

G. A letter of eligibility from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class.

H. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy;

I. Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school.

J. An Acceptance Form, as issued by the school, must be returned to the school within the required time period.

The application will undergo assessment by the Admissions Team to ensure that the application fulfils the enrolment criteria outlined in this policy. The Admissions team includes the Principal, the Deputy Principal and the Special Educational Needs Coordinator in the school. The Admissions Team may also consult with the SENO, the NCSE and the school NEPS psychologist. The decision of the Admissions Team is final.

Offers of a place- Criteria for Admission

Children are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

Diagnosis of special educational needs (e.g. Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

A demonstration of the understanding of the complexity of the child's overall level of need/s evidenced in the professional reports

AND

Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for the same.

AND

A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

Oversubscription

In the event that the number of children that apply for a place is greater than the number of places the following categories shall be used as a basis for prioritising children;

1. Children already enrolled in Corpus Christi who have a letter of eligibility from the NCSE.
2. Siblings (step-siblings, resident at the same address) of children in Corpus Christi National School and children living within the boundaries of Corpus Christi Parish.
3. Children of current Staff Members of Corpus Christi National School.
4. All children who apply and who do not live within the boundaries of Corpus Christi Parish applying for a place in Corpus Christi National School are entitled to a place if there are vacancies after categories 1,2 & 3 have been accommodated.

In the event that there are two or more applicants 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: the eldest applicant will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available at a later date. Unsuccessful applicants will be informed in writing by post of their place on the waiting list. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

Return of Forms of Acceptance

Acceptance forms must be returned within one week of the letter of offer. If the school does not receive the acceptance form within one week, the place will be offered to the next child on the waiting list.

Case Conference

Shortly after accepting a place, it is important that a case conference occur involving the parents and pertinent school staff in consultation with the SENO and/or other appropriate professionals, to ensure that the school is the appropriate environment for the child and that the appropriate resources and supports are allocated to the school to facilitate the education of the child.

Late Applications

Applications for places in the Autism Class made after the closing date will only be considered when the initial waiting list for the particular class is cleared. This policy is subject to regular review by the Board of Management.

5. 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

Corpus Christi National School 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.

The special class in Corpus Christi National School will provide an education exclusively for students with Autism Spectrum Disorder, 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 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:

- A. Siblings and stepsiblings already enrolled in the school and children resident in the parish of Corpus Christi (the eldest child will have priority in this ranking)
- B. Children of Staff (the eldest will have priority in this ranking)
- C. Children living outside the parish (the eldest 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 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 the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the Board of Management may invoke an earlier cut-off date in conjunction with the above criteria.

7. What will not be considered or taken into account:

In accordance with section 62(7)(e) of the Education Act, Corpus Christi National 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

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents

(e) a requirement that a student, 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 her family attending or having previously attended the school other than, siblings of a student attending or having attended the school as per Enrolment Criteria

(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).

8. Decisions on applications

All decisions on applications for admission to Corpus Christi National School 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.

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 an offer of admission from Corpus Christi National School, you must indicate—

- (i) Whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) Whether or not you have applied for and 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.

11. 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 Corpus Christi National School.

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.

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 pupils in relation to whom

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

The list may include any or all of the following:

- 1) The date on which an application for admission was received by the school;
- 2) the date on which an offer of admission was made by the school;
- 3) the date on which an offer of admission was accepted by the applicant;
- 4) a pupil's personal details, including her name, address, date of birth and personal public services number (within the meaning of section 262 of the Social Welfare Consolidation Act 2000.

13. 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 Corpus Christi National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Corpus Christi National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

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.

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

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.

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

The decision of how many children to enrol in a year is a function of the Board of Management. The Board of Management reserves the right to determine the maximum number of children enrolled and the numbers enrolled in each separate classroom as per the criteria previously listed above.

- Should there be space in the required class, having applied the criteria for enrolment as outlined in this policy, the pupil shall be enrolled once all necessary paperwork is provided.
- Where multiple applications are received for a place in a given class, the admission criteria will apply as with an application for infant enrolment, as set out in this policy.
- In the event of no places being available for a given year, an application will be retained and will be considered 'live' for that school year only.
- Where a position becomes available in a class, a place will be allocated based on the Admission Criteria as set out in this policy. Additional documentation as listed above may be requested and enrolment is subject to the provision of such documentation.

The Board of Management reserves the right of admission in accordance with the Department's guidelines on class size and pupil-teacher ratio. Where a child transfers from another school within the state, that school will be asked to provide details of the pupil's attendance, any special educational needs and a copy of any reports relating to that child. Details of any pupil transfers will be entered by the school on the Primary Online Database (P.O.D)

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

All applications for admission after the commencement of the school year, as outlined in the annual admission notice/Section 5 and 6 above, will be considered and decided upon in accordance with our school's admission policy, the Education Admissions to Schools Act 2018 and any regulations made under that Act.

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

The Board of Management of Corpus Christi National School 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

This section must be completed by schools that provide religious instruction to students.

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:

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 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, 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 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.

Implementation

This policy is effective immediately.

Ratification & Communication

This policy was ratified by the Chairperson of the Board of Management on September 16th 2020.

Review Timetable

This policy will be reviewed annually. It was reviewed by the Board of Management in March 2022, January 2023, June 2023, November 2023, December 2024 and September 2025.

Evaluation

This policy is monitored on an ongoing basis.

Signed: *Felix McKenna* **Date:** 1/12/2025

Chairperson

Signed: *Niamh Greene*

Principal