



**Admission Policy of St Fiachra's Junior School  
Montrose Park,  
Artane,  
Dublin 5**

**Roll number: 19496N**

**School Patron – 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 26<sup>th</sup> of September 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 Fiachra's J.S. 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. Admissions take place mid-January for the following school year.

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. Parents are encouraged to use the online application form from January 2026.

**St Fiachra's is a junior school providing primary education for pupils from aged 4 – 9 years i.e. Junior Infants to Second class.**

The school has a total of 38 teachers on staff (2025/26) which comprises 26 class teachers, 9 Special Education Teachers (SET), 1 English as an Additional Language Teacher (EAL) an Administrative Principal and an Administrative Deputy Principal. St. Fiachra's Junior School operates under the Rules for National Schools and Department of Education and Skills guidelines. The school is staffed in accordance with the

schedule laid out each school year by the DES. The school is funded by annual grant aid from the Department of Education and Skills.

St. Fiachra's J.S follows the curriculum prescribed by the Department of Education and Skills, which may be amended from time to time in accordance with Section 9 & 30 of the Education Act 1998. All pupils enrolled in the school are expected to participate in all aspects of the curriculum which includes the following subjects: English, Gaeilge, Mathematics, History, Geography, Science, Visual Arts, Music, Drama, and Physical Education.

The Board of Management of St. Fiachra's J.S has formally adopted and implemented Child Protection Procedures for Primary and Post Primary School, 2017 which is based on Children First: National Guidelines for the Protection and Welfare of Children 2017. This policy is accessible on the school website, and a copy of the child safeguarding statement can be seen on display at the school's main reception.

Within the context and parameters of Department Regulations and programmes, the rights of the patron as set out in the Education Act, and the funding and resources available, equality of access is the key value that determines the enrolment of children to our school

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

St. Fiachra's J.S is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Diarmuid Martin, 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 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 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, 1988 the Board of Management of St Fiachra's Junior 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 Vision**

Our vision is to continue to be an inclusive, nurturing, educating community that fosters the development of each child.

### **Our Values**

- We cherish each child.
- We live and promote Christian values especially respect, fairness, co-operation, responsibility, kindness, care, trust, self-esteem and partnership.

### **Our Mission**

- To create a happy learning atmosphere in which all pupils will realise their full potential, morally, socially and academically.
- To value each child for themselves, and to provide them with a variety of opportunities which will enable them to develop their talents to their full capacity.
- To foster in them a realisation of their duties towards society and of their responsibilities to others.
- To prepare them to take their place in an adult society both in work and in leisure.
- To provide a stimulating and healthy environment throughout the school.

### **General Objectives of St Fiachra's Junior School**

- To provide a welcoming, safe, happy, comfortable and stimulating learning environment.
- To facilitate each child to live a full life as a child.
- The school strives to promote the full and harmonious development of all aspects of each child, including their relationship with God, with other people and with the environment.
- To provide a broad and balanced curriculum for each child, according to the Department of Education and Skills Primary School Curriculum and Catholic Religious Education Programme.
- To enable each child to have access to the full curriculum.
- To help each child achieve their full potential.
- To help each child develop their relationship with God.
- To enable all the children to have an appropriate knowledge of the Roman Catholic religion and to understand how their faith is meant to influence their lives and how their lives influences their faith.
- To foster and nourish a strong sense of self-worth in each child.
- The school aims to foster a sense of community between management, teachers, parents, pupils and a sense of belonging to the wider community

### **3. Admission Statement**

St Fiachra's J.S. 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.

St Fiachra's J.S. 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.

St Fiachra's J.S. is a school which has established two autism classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or 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.

St Fiachra's J.S. will cooperate with the National Council for Special Education 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 by the provision and operation of a special class or classes when requested to do so by the Council.

St Fiachra's J.S. 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."

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

St Fiachra's J.S. is a mainstream school that is inclusive and educates pupils with Special Educational Needs in a mainstream setting. It has, with the approval of the Minister for Education and Skills, established two autism classes to provide an education exclusively for students with a diagnosis of autism.

Parents of children with Special Educational Needs are requested to supply all relevant documentation to the school (e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, etc) when accepting a place in St Fiachra's J.S. in order for the school to support any additional needs.

#### **5. Admission of Pupils**

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

St Fiachra's J.S. is a catholic school and may refuse to admit, as a student, a person who is not of catholic denomination where it is proved that the refusal is essential to maintain the ethos of the school.

The autism classes attached to St. Fiachra's J.S. 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.

#### **6. Oversubscription**

The school will indicate the number of places being made available in Junior Infants in the Annual Admission Notice.

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:

#### **PROCEDURES FOR ENROLMENT OF CHILDREN FOR JUNIOR INFANTS CLASSES**

The BOM determines the number of places available for junior infants for each school year in advance of the commencement of the enrolment process. In the event that there are more applications for enrolment than places available, the criteria outlined in this enrolment policy will be used, in descending order of priority, to select children for offers of enrolment.

#### **SECTION A: ENROLMENT FOR CHILDREN SEEKING A PLACE IN JUNIOR INFANTS CLASS**

*Children seeking enrolment for Junior Infants should be 4 years on /before 30<sup>th</sup> June on year of enrolment.*

The following criteria will be used, in descending order of priority, to select children for offers of enrolment:

<b>CATEGORY 1</b>	<b>*Siblings (including step-siblings &amp; foster-siblings) resident at the same address of children already enrolled in the school and in St Fiachra's Senior School and children resident in the parish of Beaumont*aged 4 on or before 30<sup>th</sup> June on year of enrolment (proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area)  – (the eldest child will have priority in this ranking)</b>
<b>CATEGORY 2</b>	<b>Children of present staff members of St Fiachra's Junior School aged 4 on or before 30<sup>th</sup> June on year of enrolment – (the eldest child will have priority in this ranking)</b>
<b>CATEGORY 3</b>	<b>Children of staff members of St Fiachra's Senior School aged 4 on or before 30<sup>th</sup> June on year of enrolment – (the eldest child will have priority in this ranking)</b>
<b>CATEGORY 4</b>	<b>Children not living within the residency boundary* of Beaumont parish aged 4 on or before 30<sup>th</sup> June on year of enrolment (the eldest child will have priority in this ranking)</b>

Enrolment for Junior Infants normally takes place in mid-January for the following school year. Advance notification of enrolment dates is placed on the school website and in the school and parish newsletters.

Applications are accepted from prospective junior infant pupils **aged 4 years on or before 30<sup>th</sup> June of the year of enrolment**. Parents seeking to enrol their child are required to complete an Enrolment Application Form and present accompanying documentation\*.

All applications for enrolment must be lodged with the school by the closing date stated on the Admissions Notice of the year that the child is to commence school. **Applications received after this date are classified as LATE Applications**. Non- complete applications cannot be considered.

**An application form for enrolment must be accompanied by the following documentation:**

- **PPSN for your child** – requirement for Department of Education & Skills
- An original long form of **Birth Certificate** for your child
- **Two Acceptable Forms of Documentation** as proof of present address\* (see categories & list of acceptable documents (Appendix A))

It is a condition of enrolment that relevant pupil information is transferred to the DES Pupil Online Data Base (POD) when a pupil is enrolled.

If 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:

- **AGE** - older children will be given priority in the event of equality in all criteria
- Where two applicants in the same category have the same date of birth the offer of a place will be decided by a draw by an independent person, not the Chairperson of the Board.

**Enrolment Criteria for Admission to the Autism Class**

Children and young people 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 Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary report)**  
**AND**
- **A demonstration of the understanding of 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 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.**

The maximum class size is 6 pupils.

**If the number of children seeking enrolment in the class exceeds the number of places available prior to or during the school year the following criteria (moving in descending order) will be used to prioritise children for enrolment :**

<b>CRITERIA 1</b>	<b>Pupils with a diagnosis of ASD who are attending St. Fiachra's J.N.S. mainstream classes whose needs are not being met in this mainstream environment. (eldest child will have priority in the ranking)</b>
<b>CRITERIA 2</b>	<b>*Siblings (including step-siblings &amp; foster-siblings) resident at the same address of children already enrolled in the school and in St Fiachra's Senior School and/o children resident in the parish of Beaumont*aged 4 on or before 30<sup>th</sup> June on year of enrolment (proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area) – (the eldest child will have priority in this ranking)</b>

<b>CRITERIA 3</b>	<b>Children of present staff members of St Fiachra's Junior School aged 4 on or before 30<sup>th</sup> June on year of enrolment – (the eldest child will have priority in this ranking)</b>
<b>CRITERIA 4</b>	<b>Children of staff members of St Fiachra's Senior School aged 4 on or before 30<sup>th</sup> June on year of enrolment – (the eldest child will have priority in this ranking)</b>
<b>CRITERIA 5</b>	<b>Children not living within the residency boundary* of Beaumont parish aged 4 on or before 30<sup>th</sup> June on year of enrolment (the eldest child will have priority in this ranking)</b>

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 arrangement will apply:

- The principal will carefully review each case and create a shortlist of applicants based on individual suitability for the particular ASD Class, considering the specific needs of each applicant and ensuring a balanced approach with the current needs of pupils already in the class.

### **Application Process for ASD Class**

Application and decision dates for admission to the ASD Class will be set out in the school's Annual Admission Notice which is published annually at least one week before the commencement of the admission process for the school year concerned.

Advance notification of enrolment dates will be placed on the school website ([www.stfiachrasjns.ie](http://www.stfiachrasjns.ie)) and in the school newsletter.

Pupils for enrolment in the ASD class should be 4 years of age on or before the 30<sup>th</sup> June of the year in which they seek enrolment in the school. Any child who has not reached his fourth birthday cannot be enrolled.

• **An Application Form** is available on request from the school by email and this should be fully completed by the parent/guardians on behalf of the child. Parents may contact the school prior to filling out this application form to enquire about the current enrolment status of the ASD classes in the school.

The Application Form should be accompanied by;

- an original Birth Certificate (will be copied and returned).
- A recent original utility bill must also accompany the Application Form, as proof of address (this must be dated within 3 months of application).
- A recent psychological or psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. Please note all reports in existence 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. Applications will only be accepted based on a psychological report with a primary diagnosis of Autism, provided by a qualified professional, **within the last four years**.

- A child must have a confirmed diagnosis of Autism/Autistic Spectrum Disorder. The report must detail the classification of ASD by a psychiatrist or clinical/educational psychologist using DSM-IV, DSM-V or ICD-10 criteria or multidisciplinary assessment of same by a professional team, (including a clinical psychologist/ educational psychologist). A recommendation for ASD specific education in a special class made by a clinical/educational psychologist must be included in the report. This report must be from a recent multi-disciplinary assessment, which was completed within the last 4 years of the proposed enrolment date. (A letter from the original psychologist/ service who wrote the student's most current report will also be accepted).

Completion of an Application Form for Admission to the ASD Class or the placement of a child's name on a waiting list does not confer a right to a place in the school.

### **Inclusion**

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the admission criteria. The Board of Management reserves the right of admission.

### **Monitoring and Review**

The school reserves the right to review the child's progress from time to time whether during or after each year to determine whether this remains an appropriate school placement for the child.

### **Placement Review**

Occasionally, concerns regarding the suitability of a child's continued attendance at the school may arise. In such circumstances, a review of the school's ability to continue to meet the child's needs, safety, and the safety of others may be necessary.

Any such review will be undertaken by a committee appointed by the Board of Management, in conjunction with the principal and other relevant staff members. Parents/guardians will be kept informed of any concerns that might arise in relation to their child's continued attendance at the school at the earliest opportunity. Parents/guardians will also be given an opportunity to engage in the discussion surrounding the placement and concerns that arise from the case itself.

In the event that it is determined that the child is not suitably placed in the school, having regard for the realistic service options available at the time, the Board of Management may request a multi-disciplinary team assessment be carried out to determine the best options for the specific child.

### **Behaviour**

It is accepted that children with special educational needs may display difficult, defiant, or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's School Support Plus Plan (SSPP). All pupils including pupils with additional needs are subject to the school's Code of Behaviour and Health and Safety Statement. The school endeavours to provide an appropriate education for each child as set out in the Education act 1998. The school reserves the right to advise parents that a more suitable setting should be found for their child if there are breaches of the Code of Behaviour.

### **Accessing support from external agencies**

A child enrolled in an ASD class may have recommendations for/ be entitled to support from HSE services such as speech therapy, occupational therapy, physiotherapy etc. This is dependent on local HSE services and is outside the remit of the school. The school does not have the resources to follow up on these services

and so the onus is on the parents to ensure that all appropriate services are being availed of, and that all reports and recommendations are provided to the ASD Class Teacher for planning and support purposes. The school will endeavour to support parents with this.

At times, the school may need to engage external agencies such as The National Council for Special Education (NCSE) or National Educational Psychology Services (NEPS) to offer specialised support and strategies for learners in the ASD class. It is expected that parents/guardians will give permission for these agencies to work with the relevant pupils and staff, and to liaise with these agencies if requested, in the interest of offering the best possible support to pupils in the ASD classes.

### **Exit from St. Fiachra's**

Upon enrolment in St. Fiachra's J.S., each pupil in an ASD class is assigned to an age-appropriate link class to facilitate integration with peers in a mainstream setting. It is school policy that pupils in the ASD class will transfer from St. Fiachra's J.S. upon completing second class, aligning with the transfer of their designated link class.

The onus will be on parents/guardians, once their child has completed their Junior primary education, to apply for and secure an appropriate senior school/subsequent placement.

Discharge may also be recommended if the principal, after consultation with the parents/guardians & SENO, feel that placement is not appropriate. Discharge from the ASD classes may also happen if a pupil is fully integrated into a mainstream class.

### **Sharing of Data**

Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

## **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 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, 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, in the case of 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.

## **8. Decisions on applications**

All decisions on applications for admission to St Fiachra's J.S. will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 St Fiachra's J.S., 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.

Parents of children with Special Educational Needs are requested to provide all relevant documentation to the school (e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, etc) with the application or acceptance form in order for the school to address any additional needs that may be required.

## **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 St Fiachra's J.S. 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 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).

## 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 St Fiachra's J.S. 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 St Fiachra's J.S. is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date; outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority 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 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 12 however after the initial rounds of offers of places is completed the BOM reserves the right to prioritise offers to late applicants from Beaumont Parish in cases where there is a valid reason for not completing enrolment registration in January. Late applications will be assessed according to the above enrolment criteria and offers of enrolment cannot be guaranteed.

#### **15.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:

Assisting the school in such circumstances, the Board of Management of St Fiachra's J..S. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a) size of available space in classrooms
- b) DES maximum class average directives

If there is a place(s) available, it will be allocated using the selection criteria outlined in Section 5

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

The Board of Management of St Fiachra's J..S. or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

#### **17. Arrangements regarding students not attending religious instruction**

The following are the 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), to discuss how the request may be accommodated by the school.

## 18. 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.

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.

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.

### **Approval and Review:**

This policy was ratified by the Board of Management of St Fiachra's J.S. on 22<sup>nd</sup> of September 2025.

Bernadette Ellis  
Chairperson of the Board of Management

Pauline Keane  
Principal

22/09/2025  
Date

## Appendix A

### IMPORTANT INFORMATION FOR PARENTS/GUARDIANS WHEN MAKING AN APPLICATION FOR ENROLMENT:

1. \*SIBLINGS AS DEFINED IN THIS POLICY Siblings are defined as FULL or HALF sibling's resident at the same address.

Applications from siblings NOT resident at the same address are dealt with in accordance with the enrolment category based on their address on the enrolment form.

2. \*RESIDENCY AS DEFINED IN THIS POLICY

Residency Boundaries \*A map of the Beaumont Parish with an outline of the parish boundaries is available from the school/parish office.

Resident at Time of Enrolment is applicable from the date of application for enrolment and up to and including the actual date of enrolment in the school i.e when the child attends school

3. \*DOCUMENTS REQUIRED WITH ENROLMENT APPLICATION FORM

One document from each of the following TWO categories is required as proof of address.

Documents must clearly show the name and address of the parent/guardian and must be dated as outlined below. Where parents have separate addresses, the relevant documents must be provided on behalf of the primary residence of the child to be enrolled.

ACCEPTABLE BILLS in CATEGORY 1: (dated within previous 2 months) Original bills only for Home Landline, Broadband, Electricity, Gas, Cable, Satellite TV. NOTE: (MOBILE PHONE & WASTE COLLECTION bills are not acceptable)

ACCEPTABLE BILLS in CATEGORY 2: (dated within previous 3 months) original correspondence from a Government/Official Agency (dated with previous 3 months) such as Dept Social Protection Child Benefit Letter, Statement from a Bank/Building Society/Credit Union/Insurance Company, Letter from Dept. Social Protection/Revenue or other official correspondence from an Irish State Agency. NOTE: All original documents will be photocopied by the school on the day of registration for enrolment and originals will be returned immediately to applicant.

4. VERIFICATION OF DOCUMENTS PRESENTED WITH ENROLMENT APPLICATION

The Board of Management reserves the right to make any such enquiries as are deemed necessary to ascertain proof of residence when determining eligibility for enrolment.

Parents/Guardians are required to sign a Declaration that the information provided on the Application for Enrolment Form is valid. (This declaration is included on the Enrolment Form)

The provision of inaccurate or misinformation will invalidate an application and may result in the withdrawal of an enrolment offer.