



## **Admission Policy of St Colmcille's Senior National School**

**Knocklyon**

**Dublin 16**

**Roll number: 19742C**

**School Patron: Catholic Archbishop of Dublin**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the Board of Management of St Colmcille's SNS has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the Catholic Archbishop of Dublin on 18 January 2023. It is published on the school's website ([www.stcolmcilles.org](http://www.stcolmcilles.org)) and will be made available in hardcopy, on request from the School Office (014942527), to any person who requests it.

The relevant dates and timelines for St Colmcille's SNS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

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

St Colmcille's SNS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Catholic 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 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 St Colmcille’s SNS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Our school mission statement can be viewed at [www.stcolmcilles.org](http://www.stcolmcilles.org).

### **General Information**

1. St. Colmcille's S.N.S. is a 29 classroom school with a current total of 46 Teachers – Principal Teacher and Administrative Deputy Principal.
2. The school is grant-aided by the Department of Education and Skills (D.E.S.) and operates under the Rules for National Schools as amended from time to time by the Minister for Education and Skills. The level of staffing and the policies followed by the school are dependent on the levels of funding and resources available to it.
3. The school follows the Religious Education programme as prescribed by the Education Secretariat of the Archdiocese of Dublin.
4. Within the context and parameters of D.E.S. regulations and programmes and the rights of the patron as set out in the Education Act and the funding and resources available to it, the school supports the principles of:
  - inclusiveness, particularly with reference to the enrolment of pupils with a disability or other special educational need;
  - Equality of access and participation in the school;

- Parental choice in relation to enrolment;
  - Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.
5. The school year is operated within the regulations set down by the Department of Education and Skills and as decided from year to year by the B.O.M. The school calendar is published annually on the school website.
  6. The school opening hours are: 8.50 a.m. – 2.30 p.m.
  7. The school participates in In-service Programmes provided by Department of Education and Skills and the Dublin Diocesan Secretariat.
  8. A meeting of the parents of the reception classes (Third Classes) is normally held in May as part of the enrolment process in the school. Formal Parent/Teacher meetings normally take place in November. Parents are always welcome/encouraged to contact the school to arrange meetings with relevant teachers at any time throughout the year.
  9. Certain information is required when children are being enrolled. The B.O.M. provides a specific enrolment application form for this purpose. A Primary Online Database (P.O.D.) form must also be completed. Such information will include:
    - Pupil's name, sex, age and address.
    - Names and address/es of pupil's parents/guardians.
    - Contact telephone numbers.
    - Contact telephone numbers in case of emergency.
    - Details of any medical condition of which the school should be aware.
    - Religion for the purpose of sacramental preparation (6<sup>th</sup> Class).
    - Previous schools attended (if any) and reasons for seeking transfer.
    - Any other relevant information (including such other information as may be prescribed under the Education Welfare Act. 2000).

On Enrolment we will also require a copy of the most recent school report from the pupil's previous school.

10. Children enrolled in our school are required to co-operate with and support the School's Code for the Promotion of Positive Behaviour and Anti Bullying Policy as well as other policies on curriculum, organisation and management. The B.O.M. places on Parents/Guardians the responsibility for ensuring that child(ren) co-operate with these policies in an age-appropriate manner. These policies may be added to and revised from time-to-time.

### 3. Admission Statement

St Colmcille's SNS 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.

### 4. Special Education

1. Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. Their parents/guardians will be expected to provide the school with a medical report or an educational psychologist's report, and where such reports are not available, the Board may request that the child be assessed immediately. The purpose of the report is to assist the school in establishing the educational needs of the child relevant to his/her educational needs and to apply for support services required.
2. The Board will assess how the school could meet the needs specified in the report. Where the Board deems that further resources are required, it will, prior to enrolment, request the Department of Education and Skills to provide those resources. Such resources may include visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture.

3. The school will meet the parents to discuss the child's needs and the school's suitability/capability in meeting those needs. If necessary a meeting involving all parties supporting the child will be held.
4. The Board will endeavour to have the resources granted by the National Council for Special Education in place the day the pupil with SEN commences in the school. However, in the event that parents fail to provide relevant documentation by the spring deadline the NCSE may delay processing applications.

St. Colmcille's Senior National School 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. Colmcille's Senior National School 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.

## **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.

The B.O.M. has determined that the maximum class size shall not exceed 26 pupils except:

- if a larger class transfers from the Junior School.
- in circumstances deemed exceptional by the Board.

All applicants (except those transferring from 2<sup>nd</sup> class in the Junior School) must submit:

- a) An application form
- b) Satisfactory proof of address (e.g. two utility bills in the Parents/Guardians name).
- c) Birth Certificate

Where a pupil is offered a place, an Enrolment Form and a P.O.D. Form (if applicable) must be completed and returned.

Applications will be processed as vacancies arise on or after May 1st each year for the following year's classes. All applications will be responded to within a period of two weeks from receipt of application.

In the event of pupils not being offered a place, their names will be placed on a waiting list.

St Colmcille's SNS 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

## 6. Oversubscription

- a) 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

Places in **3<sup>rd</sup> Class** in St. Colmcille's Senior NS will be allocated in accordance with the following criteria in the order listed below.

1. Pupils who have completed Second Class in St. Colmcille's Junior National School normally have the right to transfer automatically to Third Class in the Senior School, though not necessarily with the same class group.
  2. Pupils who previously attended St. Colmcille's J.N.S. or S.N.S., who left for particular reasons and notified the Principals that they would be returning.
  3. Siblings and step-siblings of pupils attending St. Colmcille's J.N.S. or St. Colmcille's S.N.S. **and** children resident within the geographical boundaries of the Catholic Parish of Knocklyon (as of the date of starting in the school) who wish to transfer from another school.
  4. Children of a current staff member of St. Colmcille's J.N.S. or St. Colmcille's S.N.S.
  5. Children living outside the geographic boundaries of the Catholic Parish of Knocklyon.
- 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 (i.e. the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be allocated by:

- a) age-eldest child gets priority

and if there are still excess applicants

- b) lottery

## 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 with the exception of siblings as outlined in 5.a.3 above.
- g the date and time on which an application for admission was received by the school – except as outlined in 5b above

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 31<sup>st</sup> January 2025 only)

## **8. Decisions on applications**

All decisions on applications for admission to St Colmcille's SNS will be based on the following:

- Our school's Admission Policy
- The school's Annual Admission Notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our Annual Admission Notice for receiving applications.

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

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

## **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 Colmcille's SNS, you as parent/guardian 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 St Colmcille's SNS where:

- i. it is established that information contained in the application is false or misleading.
- ii. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- iii. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code for the Promotion of Positive 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.

## **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 Colmcille's SNS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St Colmcille's SNS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **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 Admission 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 of 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**

- a) The procedures of the school in relation to the admission of students other than to 3rd class are as:
  - i) set out in our Annual Admissions Notice:

and

- ii) The school's Admission Policy as listed from 5.a.2 to 5.a.6 above.
- b) The procedures of the school in relation to the admission of students after the commencement of the school year in which admission is sought, are as follows:  
Pupils may transfer to the school at any time (but normally on the first school day of each term – September, January, April), subject to this Admission Policy for St. Colmcille's SNS.

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

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

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

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

The following are the school's arrangements for students where the parent has 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

## **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.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

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

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

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.

**This policy will be reviewed on an annual basis.**

**Next review date: 27 September 2024**

**Signed: Catherine Collins**  
**Chairperson**

**Signed: Mary Cleary**  
**Principal**

**Date: 27/09/23**