



Scoil Eoin

Admission Policy

March 2024

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School Name	Scoil Eoin
School Patron	Catholic Archbishop of Dublin
Date of Commencement	April 2024
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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 April 18th 2024. It is published on the school's website and will be made available in hard copy to any person who requests it.

The relevant dates and timelines for Scoil Eoin'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. 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 to any person who requests it.

Characteristic spirit and general objectives of the school

Scoil Eoin is a co educational, vertical Catholic Primary school under the patronage of the Archbishop of Dublin. Scoil Eoin aims to promote the full and harmonious development of all aspects of the child; intellectual, physical, cultural, moral, and spiritual, including a living relationship with God and with other people.

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,
- b) a living relationship with God and with other people,
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus,
- d) the formation of the pupils in the Catholic faith, and which the Catholic school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, 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 Scoil Eoin 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.

Admission Statement

Scoil Eoin 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.

Scoil Eoin will not discriminate in its admission of a student to the school on any of the following grounds:

- a) the gender of the student or the applicant in respect of the student concerned,
- b) the civil status of the student or the applicant in respect of the student concerned,
- c) the family status of the student or the applicant in respect of the student concerned,
- d) the sexual orientation of the student or the applicant in respect of the student concerned,
- e) the religion of the student or the applicant in respect of the student concerned,
- f) the disability of the student or the applicant in respect of the student concerned,
- g) the race of the student or the applicant in respect of the student concerned,
- h) the Traveller community of the student or the applicant in respect of the student concerned,
- i) or 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.

Scoil Eoin 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.

Scoil Eoin 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.

Categories of Special Educational Needs catered for in the school

Autism Class

Scoil Eoin with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students on the Autistic Spectrum to open in September 2024..

As specified by the Minister of Education, Scoil Eoin may refuse to admit to the class a student who does not have the category of need specified i.e. **Autistic Spectrum Disorder (A.S.D.)**

The school will endeavour to place all applicants that comply with the following criteria:

- a) An application form for enrolment to the Autism class should be completed and returned with a copy of the child's birth certificate and two recent utility bills as proof of address.
- b) A recent psychological assessment or a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. ("Multi-Disciplinary Team"). Please note all reports on a child should be provided to the school. The withholding of reports from the school may invalidate an enrolment application at any time.
- c) The child must have a primary diagnosis of Autism made using the DSM V or ICD 10 criteria, by the psychologist or a member of the Multidisciplinary Team.
- d) There must be a recommendation, made within two years, by a member of the Multidisciplinary Team in the report that a placement in an autism class in a mainstream school is both necessary and suitable for the child
- e) Once a place in the class has been accepted it would be advantageous for relevant staff to visit the current school or preschool as part of planning for the pupil's transition

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
- c) the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education
- d) Scoil Eoin is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school
- e) The special class for children with Autism Spectrum Disorder (A.S.D.) provides an education exclusively for students with Autistic 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.

Places in the special class will be allocated to a maximum of 6 children per class, on condition that the necessary resources are provided, by the NCSE, HSE and the Department of Education and Skills (DES).

Oversubscription: Mainstream classes

If 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 6 notice:

- a) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Kilbarrack/Foxfield (the eldest child will have priority in this ranking)
- b) Children of staff (the eldest child will have priority in this ranking).
- c) Children residing outside the parish (the eldest child will also have priority).

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: 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 case of twins being tied for one place, both children will be offered places as an exceptional measure.

Oversubscription: Special class

The number of admissions depends on the number of places available, which may vary from year to year.

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) Current pupils of Scoil Eoin, and pupils who have been offered a place in the mainstream school for the coming September, who meet criteria as detailed in Admissions Notice. (Priority to the oldest, on date of commencement, as per birth cert)
- b) Applicant students who are siblings and step siblings of children enrolled in the school at the same time who meet criteria
- c) Students who have been offered a place in the mainstream school for the coming September who meet criteria.
- d) Children living within in Kilbarrack/Foxfield who meet criteria as detailed in the Admissions Notice (priority to the oldest, on date of commencement, as per birth cert)
- e) If spaces are still available Children with an ASD diagnosis resident outside the parish of Kilbarrack Foxfield. Two utility bills must be supplied for proof of address– electricity, gas, water, bin charges are acceptable and Priority will be given based on proximity to the school to determine distance

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), places will be offered or added to a waiting list by way of a lottery of completed applications.

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.

Applicants whose applications are received after the closing date, outlined in the Annual Admissions Notice, will be placed at the end of the waiting list in order of the date of receipt of the application. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

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 pupil's prior attendance at a pre-school or pre-school service.
- 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 siblings of a student attending or having attended the school as per Enrolment Criteria
- g) admission to special class for children with ASD – insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

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).

Decisions on applications

All decisions on applications for admission to Scoil Eoin will be based on the following:

- a) our school's admission policy
- b) the school's admission's notice
- c) 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 13 below in relation to applications received outside of the admissions period and section 14 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.

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).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Eoin, you must indicate:

- a) 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
- b) whether or not you have applied for and are 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.

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 Scoil Eoin where:

- a) it is established that information contained in the application is false or misleading
- b) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school
- c) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- d) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out above.

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:

- a) an application for admission to the school has been received
- b) an offer of admission to the school has been made
- c) an offer of admission to the school has been accepted.

The list may include any or all the following:

- a) the date on which an application for admission was received by the school.
- b) the date on which an offer of admission was made by the school.
- c) the date on which an offer of admission was accepted by the applicant.
- d) a pupil's personal details including his name, address, date of birth and personal public services number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

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 Scoil Eoin 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 Scoil Eoin 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 Admissions 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.

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.

1. Procedures for admission of students to other years and during the school year (not Junior Infants)

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:

- a) The decision of how many children to enrol in a year is a function of the BOM. The BOM reserves the right to determine the maximum number of children enrolled and the numbers enrolled in each separate classroom.
- b) The selection criteria for admission as outlined in this policy will be applied to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice for other year groups.
- c) Applicants whose applications are received after the closing date, outlined in the Annual Admissions Notice for other year groups, will be placed at the end of the waiting list in order of the date of receipt of the application.
- d) 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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.
- e) 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.
- f) 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.
- g) g) 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.

Declaration in relation to the non-charging of fees

The Board of Management of Scoil Eoin 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.

Arrangements regarding students not attending religious instruction

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, 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 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.

Ratification and Communication

This policy was approved by the Board of Management of Scoil Eoin on 27th of March 2024 for presentation to the Patron, Archbishop Diarmuid Martin and will be reviewed annually.

Signed *Olivia Haier* Date *27/3/2024*
Chairperson, Board of Management

Signed *Paul Fox* Date *27/3/2024*
Principal/Secretary to the Board of Management