



Scoil Oilibhéir

An Chúil Mhín

Cluain Saileach

Baile Átha Cliath 15

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Faoi phátrúnacht Ardeaspag Átha Cliath

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## 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 [date]. 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 Scoil Oilibhéir'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 on request to any person who requests it.

If there happens to be a discrepancy between the English and the Irish versions, the Irish version will be taken to be the authoritative version.

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

Scoil Oilibhéir is a mixed primary school with a Catholic ethos under the patronage of the Dublin Archdiocese. The definition of 'Catholic Ethos' in the context of a Catholic primary school is the upholding of the ethos and spirit of the Roman Catholic Church with the aim of fostering the following characteristics:

- A. The development of the whole child – intellectual, physical, cultural, moral and spiritual.
- B. A living relationship with God and others.
- C. A life philosophy which takes inspiration from belief in God and in the life, death and resurrection of Christ.
- D. The growth of students in the Catholic faith

And which provides a religious education for the students in accordance with the beliefs, the practices and the traditions of the Roman Catholic Church and/or a particular ethos/spirit as understood by the Apostolic Council of Ireland.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Oilibhéir will preserve the distinctive spirit of the school which determines the cultural, educational, moral, religious, social and linguistic values as well as the spiritual values and traditions which support the objectives and the conduct of the school. The Board will be accountable to the Patron for upholding those values.

Scoil Oilibhéir is a Gaelscoil under the patronage of the Archbishop. We provide an excellent education, through Irish, in a supportive environment which gives each child the opportunity to reach his/her full potential. That education encompasses the academic, cultural, moral, physical, civil, spiritual, emotional and social development of the children.

The school's vision is to nurture and enrich each child, through the medium of Irish, to fulfil their potential.

- i. To provide primary education through Irish for children from families for whom Irish is the main family language.
- ii. To provide primary education through Irish for other children and enable them to become fluent Irish speakers.
- iii. To provide an environment rich in the Irish culture and nurture a love for the Irish language and its heritage among the children and their parents. .

### 3. Admission Statement

**3.1** Scoil Oilibhéir 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

**3.2** 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.

**3.3** Scoil Oilibhéir 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 (insert details of particular religious denomination concerned) and it is proved that the refusal is essential to maintain the ethos of the school.

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

Every effort is made to serve the needs of the pupils in Scoil Oilibhéir but no specific special educational need is served particularly.

### 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

### 6. Oversubscription

**6.1** It is the right of the Board of Management to decide the maximum number of pupils in any class and in the school as a whole.

**6.2** The maximum number of pupils in any class shall be 30.

**6.3** 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:

In the case of oversubscription, each applicant must be at least 4 years old before the 1st of March in the school year for which a place is sought for them and parents will provide proof of this in the form of a birth certificate.

Places will be distributed as below:

1. Siblings of a pupil who will be attending the school during the school year for which a place is sought and children of staff
2. Children who have attained a level of fluency which would be expected if the language was spoken at home as a regular means of communication in a non-educational environment, taking the age and any extra educational needs of the child into account where it is likely that the child's fluency would regress unless they are given a place in an Irish medium school.
3. Children without any fluency in Irish.
4. Children on whose behalf an application was made late.

In the case of two or more pupils being tied for a place or places in any of the above categories of selection criteria above (and the amount of applicants exceeding the amount of places remaining), the place will be given to the eldest of them.

**6.4 Note:** If it is a case that a parent would like their child to be counted as a child in Category 2 above, there will be a section of questions on the Application Form about fluency in Irish. The parent(s) will be invited to provide evidence as part of the Application Form to demonstrate that fluency to representatives of the Board of Management.

**6.5** If the evidence provided as part of the Application Form is not accepted, the child will be placed in Category 3. In the event of the child being refused a place, the Board of Management must be requested to review the decision before a written appeal is made to the Board of Management under Section 29.

**6.6** If the evidence is accepted but the parent decides to put the child onto the list of applicants for the following year, they will not be required to again provide evidence of a level of fluency in Irish.

## 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;  
(other than in relation to the provisions of Section 62(9) of the act
- (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 laid out above)
- (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 Scoil Oilibhéir 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. Accepting an offer of a place by an Applicant – direction from parent/guardian

In accepting an offer of admission from Scoil Oilibhéir, 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 Scoil Oilibhéir where—

- it is established that information contained in the application is false or misleading.
- 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.
- 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
- an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [Section 10](#) above.

## 12. Sharing 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 Scoil Oilibhéir 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 Oilibhéir 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.

## 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:

### 15.1 Registration in Junior Infants

If a space arises in Senior Infants and if there are more applicants than spaces, those spaces will be distributed in accordance with the criteria for Junior Infants enrolment. The applications will be accepted in order of date, with priority given to the earliest application.

### 15.2 Registration in classes other than Junior (and Senior) Infants

Children will be accepted to classes 1st-6<sup>th</sup> if there is space in the class and if the Board of Management are satisfied that the child has a level of Irish which would enable him/her to function and learn in the class and that other children wouldn't need to switch to English in order to communicate. It is the parent's responsibility to furnish the Board with evidence of this language competence. The final decision in these matters rests with the Board.

**15.3** Parents/guardians who wish to apply to any class apart from Junior Infants need to send an application letter to the chair of the Board of Management. The Board will make the decision regarding acceptance to other classes and only the Board makes the decision (athrá?) an é the final decision rest with the Baord ba chearta a bheith ann?

**15.4** If the Board receives an application for a place during the school year, the application will be dealt with at the next meeting of the Board. If there is an available place in a class and if there are more applicants than places, they will be put in order according to the same criteria laid out above for Junior Infants. Evidence of a satisfactory Irish language competence must be furnished before a place is offered. If the Board isn't satisfied with the evidence, the place will be offered to the next applicant.

**15.5** Applications for the next school year will be dealt with at the May meeting of the Board. Any applications received after that will be dealt with at any Board meeting which might take place before the summer break. The Board will authorise the Principal or others to deal with applications on its behalf in line with the school policy if those applications need to be dealt with between the end of one academic year and the start of another.

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:

**15.6** The Parent of the pupil will write to the Principal expressing their wish to enroll their child in the relevant class. If the class is full, this written request will remain on file for the duration of that school year. If a place becomes available in a class, it shall be offered to the first applicant. A new application must be made for each school year, not before the first day of school that year.

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

The board of Scoil Oilibhéir 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 pupils, where the parents have requested that the child attends the school without attending religious instruction. There will be no reduction in the pupil's school day as a result of these arrangements. Due to a lack of supervision, the pupil will not be allowed to leave the room. They will be given school work of a different kind.

A written request should be made to the Principal of the school. A meeting will be organised with parent(s) of the child to discuss how the request may be facilitated.

## 18. The Right to review/appeal

### 18.1 Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

### 18.2 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.