



ADMISSION POLICY OF SCOIL CHIARÁIN C.B.S

Under the patronage of the Dublin Diocese

*THIS IS THE DOCUMENT THAT SHOULD FORM THE BASIS FOR
DISCUSSION AT
BOARD OF MANAGEMENT AND SHOULD BE USED BY SCHOOLS
UNDER
ARCHBISHOP DIARMUID MARTIN'S PATRONAGE*

Admission Policy of Scoil Chiaráin C.B.S.

Seoladh na Scoile: Collins Avenue East, Donnycarney, Dublin 5

Roll Uimhir na Scoile: 17732m

Faoi phátrúnachta Ardeaspag Átha Cliath Diarmuid Martin

1. Réamhrá / 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 the admission process of Scoil Chiaráin C.B.S. are set out in the school's annual admission notice which is published annually on the school's website. This notice will be published 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. Spiorad agus aidhmeanna Scoil Chiaráin C.B.S / Characteristic spirit and general objectives of the school

Scoil Chiaráin C.B.S. is a senior Catholic all boys primary school, from 2nd – 6th, with three classes for boys with Autism of primary school age. Scoil Chiaráin C.B.S. celebrates a Catholic ethos under the patronage of the Archbishop of Dublin, and follows in the legacy of Edmund Rice, under the Trusteeship of the Edmund Rice Schools Trust.

“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;
- 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 in which school provide religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and such ethos and characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

Scoil Chiaráin C.B.S embodies the charter of the Edmund Rice School Trust, as an intrinsic part of our school ethos.

These include;

- Nurturing faith, Christian spirituality and Gospel-based values;
- Promoting partnership;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership

And are promoted daily, throughout our school lives.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Chiaráin C.B.S. 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.

Mission Statement of Scoil Chiaráin C.B.S

Scoil Chiaráin C.B.S. promotes the development in each of the children, a spirit of confidence, co-operation, respect, spiritual awareness and an appreciation of their own and other cultures in an inclusive atmosphere conducive to good teaching and learning in accordance with the Edmund Rice Charter with a high emphasis on child protection.

3. Ráiteas Iontrála / Admission Statement

Scoil Chiaráin C.B.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.

Single gender schools

Scoil Chiaráin C.B.S. is an all-boys school and does not discriminate where it refuses to admit girls applying for admission to this school.

All denominational schools

Scoil Chiaráin C.B.S is a Catholic 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.

Schools with special education class(es)

Scoil Chiaráin C.B.S. is a school which has established 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.

4. Rannóga Riachtanaí Oideachasúil Speisialta atá faoi thacaíocht ag Scoil Chiaráin C.B.S. / Categories of Special Educational Needs catered for in the school/special class

(a) In the case of a mainstream school with a SEN class attached

Scoil Chiaráin C.B.S. with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with autism. There are three ASD classes catering for the educational needs of boys of primary age. As per DES guidelines, there is a maximum of 6 pupils in each class, with a teacher and a minimum of two SNAs.

The act does not require schools and special classes providing for a category or categories of special educational needs to change their current status. The current arrangements in relation to the category or categories of special educational needs provided by schools will continue as in previous years unless otherwise directed by the NCSE or the Department.

5. Ag glacadh le daltaí / 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

A school that admits students of one gender only

Scoil Chiaráin C.B.S. provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school.

All denominational schools

Scoil Chiaráin C.B.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.

School with special education class(es)

The special classes attached to Scoil Chiaráin C.B.S provides an education exclusively for boys 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. Brú-éilimh ar líon na n-uimhreacha atá ar fáil / Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Boys from Our Lady of Consolation National School.
2. Brothers (including stepbrothers/foster children etc. who are resident at the same address) of boys already enrolled– priority given to the eldest child, and/or boys living in the parish of Our Lady of Consolation – priority given to the eldest child.
3. Sons of the staff – priority given to the eldest child.
4. Boys residing outside of the parish – priority given to the eldest child.
5. In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

6. Critéir Iontrála do rang ASD / Enrolment Criteria for Admission to the ASD classes

Scoil Chiaráin CBS has three ASD classes for boys of primary school going age. Our classes are grouped according to age; (6-9, 9-12 etc)

Rationale:

The decision to group pupils was made in order to meet the educational, holistic, and social developmental needs of the pupils of our classes. Children in ASD classes, often follow different curricular levels based on their abilities. Being grouped according to age, endeavours to allow the pupils to access similar curriculum content in more subject areas and lends itself to more positive social and holistic development.

Social development is very important for children with a diagnosis of ASD. This is often an area they find most challenging and require support in. Grouping classes according to age (after consultation with psychologist) is found to be more beneficial to their social development. They have the opportunity to play and interact with their peers; within their own age range, with similar interests and likes. This generally results in more meaningful friendships and greater cohesion within the class.

This rationale will provide a greater understanding into the organisation of our classes and the allocation of places to future pupils of these classes.

Enrolment to an ASD class:

- a) A fully completed application form for enrolment must be submitted to the school by the parents/guardians.
- b) The child must have a full current Psychological and Cognitive Assessment, which must specify a diagnosis of Autism (DSM IV, DSM V or ICD 10).
- c) A recent recommendation, made within 2 years, for placement in an ASD class must be provided by a clinical psychologist indicating that a placement in an ASD class is the recommended educational setting for the child, to ensure they progress and develop.
- d) If a child presents with a learning disability the diagnosis must be made, within the last two years, using a professionally recognised clinical or educational psychologist.
- e) Boys attending the ASD classes of Our Lady of Consolation National School, where transitioning to an all-boys setting would be beneficial to the overall development of the child.
- f) Boys currently attending mainstream classes in Scoil Chiaráin C.B.S. with a diagnosis of ASD, accompanied by a recommendation by a relevant professional for placement in an ASD class will be prioritised for placement in the ASD unit.
- g) Brothers (including stepbrothers/foster brothers who are resident at the same address) of boys already enrolled in Scoil Chiaráin C.B.S. – priority given to eldest child and/or boys living in the parish of Our Lady of Consolation – priority given to the eldest child.
- h) Boys residing outside of the parish – priority given to the eldest child.
- i) Where a child is already in an educational setting, a visit will be arranged to that setting in order to observe the child and to discuss the child's needs with the staff.

- j) All placements in the ASD classes will be subject to review at the request of the parents/guardians and/or the school. The review will include input from the parents/guardians, the school and all relevant outside agencies working with the child.

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:

- **Please see class overview above.**
- **The BOM will endeavour to allocate the available place to the child based on their age suitability, and the place in the relevant class, in order to support their overall and full development.**
- **In the event that there is more than one child of the relevant age, it will be decided based on the date of application received in full.**

7. Critéir nach nglacfar leis / 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,
 - other than in relation to a student's prior attendance at:
 - i. an early intervention class, or
 - ii. an early start pre-school, specified in a list published by the Minister from time to time;
- b) The payment of fees or contributions (howsoever described) to the school;
- c) A student's academic ability, skills or aptitude; with the exception of admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- 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 family attending.

(Other than, in the case of the school wishing to include a selection criteria based on (1) siblings of a student attending)

- g) the date and time on which an application for admission was received by the school

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Cinní ar iarrataisí iontrála / Decisions on applications

All decisions on applications for admission to Scoil Chiaráin C.B.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. Ag cur scéala chuig iarrathóirí / 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. Iarrathóir ag glacadh l'áit scoile / Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Chiaráin C.B.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.

11. Ag déanamh aistharraingt ar áit scoile / 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 Chiaráin C.B.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. Ag roinnt eolais pearsanta le scoileanna eile / 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. Liosta Feithimh sa chás go bhfuil an scoil lán / 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 Chiaráin C.B.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 Scoil Chiaráin C.B.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. Iarrathóirí déanach / 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.

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 reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- a) DEIS class ratio

If there is a place(s) available, it will be allocated using the selection criteria outlined in Section 2

The best interests of the child are the number one priority for family and school alike. With this in mind, we would hope, that the family of a child with SEN, enrolling to mainstream would provide, us, the school, with all relevant clinical reports – psychological, SLT, OT, etc.

This hope is made, in the spirit of inclusivity, an intrinsic part of our school culture and ethos. It is through accessing and understanding these reports and their recommendations, that the appropriate resources and supports can be put in place to meet the educational, holistic and personal developmental needs of the child. With the right supports and resources in place,

and with a clear understanding of the child's strengths and areas of need, will the child be able to make the appropriate progress in accordance with the best of their ability.

15. Dearbhú gan táillí scoile a lorg ó chlann / Declaration in relation to the non-charging of fees

This rule applies to all schools.

The Board of Management of Scoil Chiaráin C.B.S or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. An application for admission of a student to the school, or
2. The admission or continued enrolment of a student in the school.

16. Socraithe do dhaltáí nach ndéanfaidh freastal ar cheachtanna Teagacs Chríostaí / Arrangements regarding students not attending religious instruction

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

The following are the school's arrangements for students, where the parents of the student, 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), to discuss how the request may be accommodated by the school

17. Athbhreithniú / Reviews/appeals

Review of decisions by the Board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which, such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister, under section 29B of the Education Act 1998, which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

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

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due 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.