

**Scoil Mhuire National School  
Mount Sackville**

**Roll Number: 17891j**

**Admission Policy  
2024-25**

**Patron: Archbishop of Dublin**

## 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was initially approved by the school patron on October 30<sup>th</sup>, 2024. It is published on the school's website and will be made available in hardcopy, to any person who requests it in writing.

The relevant dates and timelines for Scoil Mhuire'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.

This policy must be read in conjunction with the Annual Admission Notice.

The school releases 2 Admission Notices annually:

1. Mainstream Classes
2. Autism Classes

The application form for admission is published on the school's website. It can be emailed to parents/guardians and will be made available in soft/hardcopy on request.

For 2024/2025 school year Scoil Mhuire will participate in the D15 Autism Class Application Trial with 12 other schools and the NCSE. This trial does not represent a common admissions policy.

Scoil Mhuire maintains complete autonomy over our admission policy, criteria and oversubscription criteria. Please note that **participation in this trial, does not guarantee an autism class place for your child.**

Application forms remain accessible on our school website and will be accessible via NCSE website.

Application forms and relevant paperwork for autism class should be submitted

♣ Via email to [D15ACAT@ncse.ie](mailto:D15ACAT@ncse.ie)

OR

♣ via post to **NCSE D15 ACAT, NCSE Offices, Block 3, Grove Court, Blanchardstown, Dublin 15, D15 HNT2.**

Please see D15 Autism Class Application Trial Terms of Reference for further information.

## 2. Characteristic Spirit and General Objectives of the school

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Scoil Mhuire NS. is a Roman Catholic primary school with a Catholic ethos under the patronage of the 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 to promote:

(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 Scoil Mhuire 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.

Scoil Mhuire currently has eleven teachers, this includes the Principal Teacher, 8 mainstream class teachers, 2 special education teachers (SET). The ancillary staff includes a secretary, a caretaker and an additional needs assistant (ANA).

While recognising the right of parents/guardians (‘parents’) to enrol their child in a school of their choice. The BoM reserves the right to determine maximum school and class size, in order to ensure the safety of all pupils and to provide for the education needs of existing pupils.

This policy sets out the criteria used to determine:

-Admission into junior infants

-Admission into other classes (senior infants to sixth class)

This policy sets out the priority order, which will apply, where the number of applications for admission exceeds the number of available places. In doing so, the BoM has regard to available resources, directions from the patron; Circulars from the Department of Education (‘DE’); pupil teacher ratio (‘PTR’), school and class sizes etc.

The arrangement of pupils into classes on an annual basis and the numbers in each class setting for teaching and learning purposes, remain the prerogative of the principal, subject to BoM approval.

### **Mission Statement:**

Scoil Mhuire NS. Mount Sackville, aims to provide a happy, friendly and caring environment, where children feel secure and valued. Children are encouraged to develop self-discipline and mutual respect for each other and our staff in an atmosphere that promotes and supports learning and excellence, thus enabling the child to reach his/her potential.

Parents and visitors are welcome into the school. Their involvement and contribution are sought consistently in a partnership that enhances the children's education, welfare and social awareness.

All members of staff are valued and are encouraged to enhance and develop their educational skills and interests.

### **3. Admission Statement**

Scoil Mhuire will not discriminate in its admission of a student or the applicant in respect of the student concerned, to the school on any of the following grounds:

- (a) Gender
- (b) Civil
- (c) Family
- (d) Sexual
- (e) Religion
- (f) Disability
- (g) Race
- (h) Special Educational Needs
- (i) Membership of the Traveller community ground of the student or the applicant in respect of the student concerned

In accordance with section 61 (3) of the Education Admissions to Schools 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.

#### **Additional Information**

Scoil Mhuire 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 special class or classes when requested to do so by the Council.

Scoil Mhuire 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 boards under section 67(4b) of the Education Act.

### **Co-Educational School**

With effect from September 1<sup>st</sup> 2024, Scoil Mhuire is a designated co-educational school. Boys and girls will be admitted to Junior Infants on a rolling, yearly basis with effect from this date. For the purposes of this Admissions Policy, boys can be admitted to both Junior and Senior Infants from September 2025.

### **Single Gender School**

Scoil Mhuire was previously an all-girls school, and the children in Senior Infants to Sixth Classes (2024) were admitted under this policy. Scoil Mhuire does not discriminate where it refuses to admit a boy applying for admission to these classes.  
(Please see Appendix 1 for further details)

### **Denominational School**

Scoil Mhuire 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 denomination and it is proved that the refusal is essential to maintain the ethos of the school.

## **4. Categories of Special Educational Needs (SEN)**

The Board of Management Scoil Mhuire N.S. provides an inclusive education for students as determined by the Education for Persons with the Special Educational Needs Act of 2004.

“A child with special educational needs shall be educated in an inclusive environment with children who do not have such needs unless the nature and degree of those needs would be inconsistent with (a) the best interests of the child as determined in accordance with any assessment carried out under this Act, or (b) the effective provision of education for children with whom the child is to be educated.”

In September 2025, The Board of Management of Scoil Mhuire N.S., with the approval of the Minister for Education and Skills, will establish two Autism Classes to provide an education in a mainstream setting for children with Autism who fulfil the enrolment criteria.

In accordance with the regulations set by the Department of Education and Skills, six places per class are available for children with Autism who fit the criteria for placement in an Autism Class.

A significant aspect of our school’s ethos centres on the pillar of inclusion, and the pupil’s ability to engage in mainstream education is of paramount importance in our school. Therefore, if the pupil also presents with a General Learning Difficulty, it must fall within the Mild range of difficulties (as determined by a professionally recognised clinical or educational psychologist), which helps facilitate meaningful inclusion with their peers in an age-appropriate mainstream class.

The individual needs of each pupil are constantly reviewed to ensure that an ASD class is the appropriate setting to meet the pupil’s needs. The school reserves the right to review each pupil’s progress at the end of each academic year to determine whether the ASD class continues to be an appropriate placement for him/her, and to discharge the pupil

from his/her ASD class if the placement is not in the best interests of the pupil and/or the other pupils in the class.

## 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
- c) Scoil Mhuire 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.
- d) The special classes attached to Scoil Mhuire N.S. provide an education exclusively for students with Autism and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes. The relevant diagnosis must have been made using a professionally recognised clinical and psychological assessment procedure and a recent recommendation (within two years of admission date) must be provided by the professional indicating that a placement in an AS class attached to a mainstream school is warranted.
- e) The board of management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where 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.

## 6. Oversubscription

### **6 (a) Mainstream Classes**

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:

### **Enrolment Criteria used to Prioritise Applicants for Junior Infants:**

- A. Siblings of pupils currently enrolled in the school
- B. All applicants currently living within the Roman Catholic parish boundary of Castleknock
- C. Children of staff currently employed in the school
- D. All other applicants.

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), places will be offered or added to a waiting list by the earlier date of birth of the student. Multiple births such as twins, triplets, etc will be offered a place/ placed on the waiting list in sequence of alphabetical order of their first name.

### **6 (b) Autism Classes**

It is the belief of Scoil Mhuire N.S. that all children should attend their local school so they can

become active members of the community in which they live. This is also desirable from a transport and sustainability perspective.

In the event that the number of applicants seeking enrolment in either of our AS classes exceeds the number of places available, places will be allocated in sequential order according to the following priority categories to those applications that are received via the Dublin 15 Primary Autism Class Application Trial application portal (organised and overseen by the National Council for Special Education) within the timeframe for receipt of applications as set out in our school's Annual Admission Notice for admission to our special classes:

#### **Priority category 1**

Children who are already enrolled in our mainstream setting (the child with greatest level of need for the place will have priority in this ranking. An enrolment committee comprising of the chairperson of the Board of Management, principal and the school's Special Educational Needs coordinator will assess each application for a place in an Autism class received from a pupil in a mainstream class and assign a priority order to each application).

#### **Priority category 2**

Children with an Autism diagnosis who are siblings or step siblings of children currently enrolled in Scoil Mhuire Mount Sackville.

#### **Priority category 3**

Children with an Autism diagnosis living within the Roman Catholic Parish boundary of Castleknock. The eldest child will have priority in this ranking.

#### **Priority category 4**

Children of current staff. The eldest child will have priority in this ranking.

#### **Priority category 5**

Children with an Autism diagnosis outside the roman Catholic Parish boundary of Castleknock, but within the Dublin 15 area. The eldest child will have priority in this ranking.

#### **Priority category 6**

Children residing outside the Dublin 15 area. The eldest child will have priority in this ranking.

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), places will be offered or added to a waiting list by the earlier date of birth of the student. Multiple births such as twins, triplets, etc will be offered a place/ placed on the waiting list in sequence of alphabetical order of their first name.

### **Discharge Policy**

- It is school policy to facilitate the discharge of pupils from the Autism Classes when they have completed eight years of primary education.
- In line with NCSE advice, the school will review each pupil's progress at the end of every academic year to determine whether the Autism Class continues to be an appropriate placement for them and to discharge the pupil from their Autism Class if the placement is not in the best interests of the pupil and/or the other pupils in the class.
- Discharge from the Autism classes may also happen if a pupil is fully integrated into the mainstream school.

## **7. What will not be considered or taken into account**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the selection criteria in the order listed in this policy to those applications that are received within the timeline for receipt of applications as set out in the Annual Admissions Notice, which must be read in conjunction with this policy. In accordance with section 62(7)(e) of the Education Admission to Schools Act, 2018, the school will not consider 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;
- (g) the date and time on which an application for admission was received by the school, subject to the application being received at any time during the period specified for receiving applications as set out in the Annual Admission Notice.

## **8. Decisions on Applications**



All decisions on applications for admission to Scoil Mhuire 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

Selection criteria that are not included in our school admission policy will not be used to decide 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 decision by the BoM and/or the right of appeal to the DE.

## 10. Acceptance of an Offer

In accepting an offer of admission from Scoil Mhuire, parents must indicate:

(i) whether or not you have accepted an offer of admission for another school/s. 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/s, and if so, you must provide details of the other school/s 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 Mhuire 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.
- 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/her and that he/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 above.

## Late Applications

All applications for admission received after the closing date, outlined in the Annual Admissions Notice will be considered, in accordance with the Education Admissions to School Act 2018,

and any regulations made under that Act will be decided upon in accordance with the school's admission policy i.e. applicants whose applications for admission to Junior Infants arrive late will be placed at the end of the waiting list, in order of the dates of receipt of their application.

## 12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom:

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

Furthermore, parent(s)/guardian(s) should be advised that on occasion, in order for the school to function properly, relevant information for which there is a rationale and a legal basis for retaining will be shared with appropriate persons, bodies/groups, e.g. Aladdin. *Aladdin is a company that provides schools with an electronic system of taking attendance and sharing details and information about the school's pupils with members of staff who have a need to know same. It is not accessible by persons and/or bodies that operate outside the school.*

## 13. Waiting List in the Event of Oversubscription

If a student is not offered a place in the school, the reasons why s/he is not offered a place will be communicated to the parents, including where applicable, details of the students ranking against the selection criteria and details of the student's place on the waiting list.

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 Mhuire 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 Mhuire 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.

[Note: Twins: in the event of an applicant for Junior Infants, on a waiting list being a twin, and one place becomes available in the school, the BoM will meet to consider that exceptional set of circumstances and may offer the place to the twin on the waiting list, subject to there being a place available in the Junior Infants class group and the overall cap on numbers in the school not being exceeded.]

Waiting lists will expire at the end of each school year.

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

#### 14. 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 into Senior Infants to 6<sup>th</sup> Class not in the Junior Infant Intake:

- An 'Enrolment Form Senior Infants to 6<sup>th</sup> Class' must be completed. This form is available from the school website [www.scoilmhuiremountsackville.ie](http://www.scoilmhuiremountsackville.ie) via email [office@scoilmhuiremountsackville.com](mailto:office@scoilmhuiremountsackville.com) or by request from the office.
- The 'Enrolment Form Senior Infants to 6<sup>th</sup> Class' must be accompanied by a report from the child's current school, along with other additional information/reports deemed necessary by the principal.
- The school will reply to any application within 14 days (within term time).
- Subject to the availability of a place(s) in the particular class grouping (in line with the Board of Management's stated maximum number of pupils per class), an offer will be made in accordance with this policy.
- Selection criteria will be administered if there are a number of applications in accordance with this policy.
- Acceptance of offer by applicant will be in accordance with this policy.
- Applicants refused a place will be contacted and will be put on a waiting list in accordance with this policy.

The procedures of Scoil Mhuire NS. in relation to the admission of students, after the commencement of the school year in which admission is sought, are as follows:

- An 'Enrolment Form Senior Infants - 6<sup>th</sup> Class' must be completed. This form is available from the school website [www.scoilmhuiremountsackville.ie](http://www.scoilmhuiremountsackville.ie) via email [secretaryscoilmhuirems@gmail.com](mailto:secretaryscoilmhuirems@gmail.com) or by request from the office.

- The “Enrolment Form Senior Infants - 6<sup>th</sup> Class must be accompanied by a report from the child’s current school, along with other additional information/reports deemed necessary by the principal.
- The school will reply to any application within 14 days (within term time).
- Subject to the availability of a place(s) in the particular class grouping (in line with the Board of Management’s stated maximum number of pupils per class), an offer will be made to the family of the applying child. This is in accordance with this policy.
- Selection criteria will be administered if there are a number of applications in accordance with this policy.
- Acceptance of offer by applicant will be in accordance with this policy.
- Applicants refused a place will be contacted and will be put on a waiting list in accordance with this policy

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

The Board of Management of Scoil Mhuire or any persons acting on its behalf will not charge fees for or seek payment or contributions 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.

## 16. Arrangements Regarding Students not Attending Religious Instruction

The following are Scoil Mhuire’s arrangements for students, where parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students: Children will remain in the class during religious instruction and complete other curricular activities at this time.

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. Review of Decisions by the Board of Management

The parent of the student, may request the BoM to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Acts 1998-2018.

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 Acts 1998-2018.

**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 BoM **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 **must request a review** of that decision by the BoM **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 BoM **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 **must request a review** of that decision by the BoM 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.

## Signed:



E. **Cunningham**

**Chairperson of the Board of Management**



Orlaith Gallagher

Principal

## **APPENDIX 1**

### **CHANGE IN STATUS**

With effect from September 1<sup>st</sup> 2024, Scoil Mhuire is a designated co-educational school. Prior to this date, the school was a single gender girls' school. This has implications for enrolment in all classes.

a.i.1. **Children enrolled in the school up to August 31<sup>st</sup> 2024:**

Children who attended Scoil Mhuire prior to this date were enrolled in a single gender school. As a result of the school's status at this time, these classes will remain single gender and as per this enrolment policy, Scoil Mhuire does not discriminate when it refuses to enrol boys to these classes.

a.i.2. **Children enrolled to Junior Infants with effect from September 1<sup>st</sup> 2024:**

Children enrolled to Junior Infants from September 1<sup>st</sup> 2024 onwards, are enrolled in a co-educational school. This means that enrolment for these classes is open to both boys and girls.

a.i.3. **Children who wish to enrol in other classes (not Junior infants):**

Parents who wish to enrol their children in Scoil Mhuire must adhere to this policy. If the class is a designated single gender class, then it shall remain so for the duration of school attendance. Parents seeking to enrol their sons are very welcome to our Junior Infants classes beginning 2024 and on a rolling basis each year.

In accordance with this policy, the school will be fully co-educational from Junior infants to Sixth Class from September 2031.

DES documents approving and confirming and approving this change in status can be requested from the school office by emailing [office@scoilmhuiremountsackville.com](mailto:office@scoilmhuiremountsackville.com)