

**Admission Policy of St David’s National School**

**School Address: Kilmore Road, Artane, Dublin 5**

**Roll number: 19919P**

**School Patron/s: Archbishop of Dublin**

## 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 8th October 2024. 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 St David’s N.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. Parents are encouraged to use the online Enrolment form.

## Characteristic spirit and general objectives of the school

St David’s N.S. is a Catholic co-educational 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 at promoting:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. the formation of the pupils in the Catholic faith.

St David’s N.S. provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St David’s N.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.

**St David’s N.S. Mission Statement**

St David’s N.S. is a co-educational primary school under the patronage of the Catholic Archbishop of Dublin, catering for pupils from Junior Infants to Sixth Class. The school strives to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the pupils are identified and addressed.

While respect is paid to all religious and/or value systems, St David’s N.S. is a Catholic school under the patronage of the Archbishop of Dublin.

St David’s N.S. will encourage, both individually and collectively, the professional development of teachers.

St David’s N.S. will encourage the involvement of parents through home school contacts and through their involvement in the Parents’ Association of the school.

St David’s N.S. will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and to encourage in them the idea of being responsible.

St David’s N.S. will promote gender equity amongst teachers and pupils.

Déanfaimid iarracht Gaeilge a labhairt.

## Admission Statement

St David’s N.S. will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

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| St David’s N.S. 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.  St David’s N.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.  St David’s N.S. will cooperate with the National Council for Special Education  in the performance by the Council of its functions under the Education for Persons with  Special Educational Needs Act 2004 relating to the provision of education to children  with special educational needs, including in particular by the provision and operation  of a special class or classes when requested to do so by the Council.  St David’s N.S. 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/special class

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| St David’s N.S. is a mainstream school that is inclusive and educates pupils with Special Educational Needs in a mainstream setting. It has, with the approval of the Minister for Education and Skills, established classes to provide an education exclusively for students with a diagnosis of autism.  Parents of children with Special Educational Needs are requested to supply all relevant documentation to the school (e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, etc) when accepting a place in St David’s N.S. in order for the school to support any additional needs. |

## Admission of Pupils

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_Oversubscription_(this_section) below for further details)
2. 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

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| St David’s N.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.  The special classes attached to St David’s N.S. provide an education exclusively for students 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. |

## 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:

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| 1. Siblings (including stepsiblings and foster siblings who are resident at the same address at the time of application) of pupils already enrolled in St David’s N.S. 2. Children living in the parish of Ardlea 3. Children of staff 4. Children residing outside the parish of Ardlea in order of geographical proximity to the school (using Google Maps) |

In the event of two or more students being tied for a place in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. the oldest applicant will be given priority. (If two applicants have the same date of birth, then a lottery will apply with an independent party present.)
2. The names of all applicants who are not allocated a place will be placed on a waiting list in the order determined by the criteria set out above. Any additional places that become available prior to the commencement of the relevant school year will be allocated from this waiting list.

**Enrolment Criteria for Admission to the ASD Unit**

1. A fully completed application form for enrolment must be submitted to the school by the parents/guardians.
2. 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).
3. A recent recommendation (within 2 years) for placement in an ASD class must be provided by a clinical psychologist indicating that a placement in an ASD unit is warranted.
4. If a child presents with a learning disability the diagnosis must be made using a professionally recognised clinical or educational psychologist within the last two years.
5. Children currently attending mainstream classes in St David’s N.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.
6. Siblings (including stepsiblings and foster siblings who are resident at the same address at the time of application) of pupils already enrolled in St David’s N.S.
7. Children living in the parish of Ardlea
8. Children of staff
9. Children residing outside the parish of Ardlea in order of geographical proximity to the school (using Google Maps)
10. Successful enrolment will depend on necessary resources being available; sufficient classroom space being available and the school’s capability to adequately meet the needs of the child.
11. Where a child is already in an educational setting, a visit may be arranged to that setting in order to observe the child and to discuss the child’s needs with the staff.
12. All placements in the ASD unit 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.

Note: The age profile of the pupils in the ASD class will be considered, with priority being given to those of an age consistent with the age range of pupils already enrolled in this class.

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:

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| 1. Priority will be given to the oldest child in each category based on their birth certificate. |

## 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:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí, 2. the payment of fees or contributions (howsoever described) to the school; 3. a student’s academic ability, skills or aptitude; 4. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 5. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 6. 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, in the case of siblings of a student attending or having attended the school; 7. 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. |

## Decisions on applications

All decisions on applications for admission to St David’s N.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 1](#_Procedures_for_admission)4 below in relation to applications received outside of the admissions period and [section 15](#_Declaration_in_relation)  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](#_Reviews/appeals) below for further details).

## Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St David’s N.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.

Parents of children with Special Educational Needs are requested to provide all relevant documentation to the school(e.g. medical reports, psychological reports, speech and language reports, occupational therapy reports, etc) with the application or acceptance form in order for the school to address any additional needs that may be required.

## Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St David’s N.S. where—

1. it is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) 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 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).

## Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St David’s N.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 St David’s N.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.

## 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 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.

## Procedures for admission of students to other years and during the school year

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| 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 of St David’s N.S. reserves the right to determine the maximum number of children in each separate classroom bearing in mind:   1. size of available space in classrooms 2. educational needs of children of a particular age 3. multi-grade classes 4. DES maximum class average directives   If there is a place(s) available, it will be allocated using the selection criteria outlined in Section 5 |

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| 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:  Assisting the school in such circumstances, the Board of Management of St David’s N.S reserves the right to determine the maximum number of children in each separate classroom bearing in mind:   1. size of available space in classrooms 2. educational needs of children of a particular age 3. multi-grade classes 4. DES maximum class average directives   If there is a place(s) available, it will be allocated using the selection criteria outlined in Section 5 |

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

The Board of Management of St David’s N.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.

## Arrangements regarding students not attending religious instruction

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| The following are the school’s arrangements for students, where the parent~~s~~ 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:  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. |

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## 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.

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.

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.

**Approval and Review:**

This policy was ratified by the Board of Management of St David’s N.S. on 30th September 2024

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Chairperson of the Board of Management

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Principal

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Date