

# Admission Policy of Gaelscoil Chluain Dolcáin

**School Address: Seanbhóthar Nangair, Cluain Dolcáin, BÁC 22**

**Roll number: 19855P**

**School Patron: Catholic Archbishop of Dublin**

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## **i. 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 22 February 2023. It is published on the school's website and will be made available in hardcopy to any person who requests it.

The relevant dates and timelines for the Gaelscoil Chluain Dolcáin 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.

## **ii. Characteristic spirit and general objectives of the school**

Gaelscoil Chluain Dolcáin is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop Dermot Farrell.

“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; 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 Gaelscoil Chluain Dolcáin 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.

Gaelscoil Chluain Dolcáin functions in accordance with the rules of the Department of Education and Skills. Established in 1984, Gaelscoil Chluain Dolcáin is a co-educational school with a Catholic ethos. A child centred curriculum is in place which recognises the value and uniqueness of each child and where each child is encouraged to develop to their full potential. We strive to provide a peaceful, caring environment and every effort is made to promote the intellectual, physical, cultural, moral, spiritual, social and emotional development of all our pupils regardless of abilities, aptitudes or gender. We aim to

- .- promote an open, friendly atmosphere with an emphasis on co-operation, professionalism and teamwork.
- encourage positive parent/teacher relationships.
- nurture communication in every area of school life that is based on respect and trust.
- develop the self-esteem and self-confidence of our pupils.
- follow a definite code of behaviour that emphasises respect, honesty, fairness and personal responsibility.

We encourage the children to participate in every aspect of our Irish culture – language, games, music, dance. Parental participation and support are important aspects of school life.

### **Mission Statement**

Gaelscoil Chluain Dolcáin is a co-educational, Catholic, primary school which 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 Gaelscoil Chluain Dolcáin is a school with a Catholic ethos, it also has due recognition for all other religions.

Gaelscoil Chluain Dolcáin will strive to promote, both individually and collectively, the professional and personal development of teachers through staff development programmes.

Gaelscoil Chluain Dolcáin will encourage the involvement of parents through home/school contacts and through their involvement in Cáirde – Parents Association.

Gaelscoil Chluain Dolcáin will endeavour to enhance the self-esteem of everyone in the school community, to imbue in the pupils respect for people and property and encourage in them the idea of being responsible.

Gaelscoil Chluain Dolcáin will promote gender equity among the teachers and pupils.

The motto of Gaelscoil Chluain Dolcáin is “Eireoidh linn le cúnamh Dé”

### **iii. Admission Statement**

Gaelscoil Chluain Dolcáin will not discriminate in its admission of a student to the school on any of the following grounds:

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

Gaelscoil Chluain Dolcáin 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

Gaelscoil Chluain Dolcáin will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. Gaelscoil Chluain Dolcáin will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

#### **IV Categories of Special Education Needs catered for in the school**

Gaelscoil Chluain Dolcáin is not a special school or a mainstream school with a special class attached.

- Pupils with special educational needs are supported and catered for by the mainstream class teacher with the support of the SET team.
- Children with special educational needs enrolling in Gaelscoil Chluain Dolcáin will be provided with resources in accordance with the level of resources provided by the Department of Education and Skills. Should the school be in a position whereby the level of resources provided is not sufficient in supporting all the needs in the school, resources will be provided based on a priority of need basis.
- The school authorities will meet with the parents of the special needs child to discuss the school's suitability for the child. If deemed necessary, a full case conference may be called including parents, class teacher, SET teacher, resource teacher, psychologist or social worker where appropriate.

#### **v. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) Gaelscoil Chluain Dolcáin is a co-educational school with a catholic ethos and may refuse to admit a person who is not of the Catholic faith when it is proved that the refusal is essential to maintain the ethos of the school.

## vi. Oversubscription

### Enrolment Selection Process / *Criteria for mainstream / Oversubscription*

- Children must be four years and three months or older on or before 31<sup>st</sup> August, of the enrolment year, to be considered.
- In the event that there are two or more students tied for a place or places the oldest student will be given priority. If two applicants have the same date of birth then a lottery will apply. Parents / guardians will be invited to attend the draw. If a parent/guardian is unable to attend they may nominate someone to attend in their place. The draw will be overseen by an independent observer.
- In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, before the start of, or during the school year, the Board of Management being unable to provide suitable accommodation or recruit the required teaching staff, the following criteria will be used to prioritise children for enrolment in the following order:

Note:

- a) Priority will be given to children in section 1, followed by those in section 2, 3, 4.
- b) In deciding on the order of children qualified under each section:
  - I. Priority will be given to the oldest child qualified under each section.
  - II. Priority will be given to children living in Dublin 22.

**Section 1:** Siblings and step-siblings of present pupils attending the school and then children resident in the Parish of Clondalkin Village

**Section 2:** Children of teachers and permanent staff of Gaelscoil Chluain Dolcain, regardless of address.

**Section 3:** Children of past pupils who attended this school (regardless of address)

**Section 4:** Children residing outside the parish.

The Board of Management reserves the right to determine the maximum number of children in each 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 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.

## vii. 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;
- (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,

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.

### **viii. Decisions on applications**

All decisions on applications for admission to Gaelscoil Chluain Dolcáin 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 13 below in relation to applications received outside of the admissions period and section 14 below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

### **ix. Notifying applicants of decisions**

Applicants will be informed by email 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 through email 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 17 below for further details).

### **x. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Gaelscoil Chluain Dolcáin, 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

### **xi. 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 Gaelscoil Chluain Dolcáin 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 9 above.

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## **xii. 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.

## **xiii. 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 Gaelscoil Chluain Dolcáin 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 Gaelscoil Chluain Dolcáin 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.

## **xiv. 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.

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

The following procedure will apply 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 **at the start of the school year.**

Parents/guardians who wish to apply for a place in any class other than junior infants must apply in writing to the **The School Principal. The decision to accept a child in any other class lies with the School Principal in consultation with the board of management.**

### **Senior Infants/Rang 1**

A place will be offered in Senior Infants and Rang 1 if there is a place available. Where the number of applications exceeds the number of places available in a particular class, the criteria outlined in Section 5 of this document will apply. If no place is available, the child's name will be placed on a waiting list as outlined in Section 12 of this document.

## **Rang 2 to Rang 6**

A place will be offered to children in Rang 2 to Rang 6 if there is a place available in the particular class and if the principal/board of management determines that the child's fluency in Irish is such that will enable him/her to learn in the class and that the other pupils will not have to resort to English to communicate with the child. **The school is full when the pupil teacher ratio has been completed. A Board of Management cannot refuse a child if the pupil, teacher ratio has not been reached.**

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:

Parents/guardians who wish to apply for a place in any class other than junior infants must apply in writing to the chairperson of the board of management. **The decision to accept a child to any other class lies with the board of management.**

## **Senior Infants/Rang 1**

A place will be offered in Senior Infants and Rang 1 if there is a place available. Where the number of applications exceeds the number of places available in a particular class, the criteria outlined in Section 5 of this document will apply. If no place is available, the child's name will be placed on a waiting list as outlined in Section 12 of this document.

## **Rang 2 to Rang 6**

A place will be offered to children in Rang 2 to Rang 6 if there is a place available in the particular class and if the principal/board of management determines that the child's fluency in Irish is such that will enable him/her to learn in the class and that the other pupils will not have to resort to English to communicate with the child.

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

The board of Gaelscoil Chluain Dolcáin 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.

### **xvii. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for pupils where the 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:

A request in writing should be made to the principal. A meeting with the parents/guardians will be organised to discuss how best to facilitate this request.

### **xviii. 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 may appeal a decision of this school to refuse admission.

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

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

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

***The Policy was approved by the school patron; Catholic Archbishop of Dublin, on 22<sup>th</sup> February 2023.***



Cathaoirleach an Bhoird Bainistíochta  
Gaelscoil Chluain Dolcáin



Príomhoide  
Gaelscoil Chluain Dolcáin