



## DUBLIN DIOCESAN ADMISSION POLICY

### Admission Policy of St. Aidan`s SNS.

School Address: Brookfield, Tallaght.

Roll number:19834h

School Patron/s: Catholic 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 school's board of management has consulted with school staff, the school patron and parents of children attending the school.

The Catholic Archbishop of Dublin approved the policy on the 26th of May, 2023. 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. Aidan`s SNS admission process are set out in the school's annual admission notice, published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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This policy must be read with the annual admission notice for the school year.

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. Characteristic spirit and general objectives of the school

St. Aidan`s SNS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of 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 by 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.

By S.15 (2) (b) of the Education Act, 1998, the Board of Management of St Aidan’s SNS 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. Aidan’s S.N.S. is a primary school, under the Patronage of the Catholic Archbishop of Dublin, committed to the education and development of each pupil. We welcome pupils of all denominations and from every culture and social background.

We strive to foster each child’s physical, intellectual and spiritual development. We recognise that every child has a right to equal opportunity in education and have a special concern for children in difficult circumstances and with special needs. We promote self-worth, love of learning, personal responsibility and the belief that we can improve our world.

As a staff, we relate in a Christian caring way to each other, thus providing an example to our pupils. In valuing the importance of partnership between staff, parents, management and community, we strive to be open, welcoming and accepting to all. Our school plays an active part in developing a sense of community - Brookfield.

### 3. Admission Statement St Aidan`s SNS

St. Aidan`s SNS 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 religious 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

***St Aidan`s SNS 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 about 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 Aidan`s SNS will comply with any direction served on the board or the patron under sections 37A and 67(4)(b).***

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.

St. Aidan`s SNS is a school which has established a class, 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. Categories of Special Educational Needs catering for in the school/special class  
St. Aidan`s SNS, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Mild General Learning Difficulties.

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## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) Oversubscription (please see section 6 below for further details) St. Aidan`s S.N.S. is a mixed Senior School with classes ranging from 3rd to 6th. The Department sets the maximum number of students for mainstream classes as twenty-four for DEIS band 1 school.
- 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.

School with special education class(es)

The special class attached to St. Aidan's SNS provides an education exclusively for students with Mild General Learning difficulties and ASD. 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. Oversubscription:

If 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:

The following criteria will be used to prioritise children for enrolment:

- (1) a) Children of junior schools (in the case of a senior school policy)
- b) Siblings and stepsiblings of children already enrolled in the school and children resident in the parish of Brookfield (the eldest child will have priority in this ranking)
- c) Children of staff (the eldest child will have priority in this ranking).
- d) Children residing outside the parish (the eldest child will also have priority).

If 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:

Taking into account the above criteria and where the number of applications for enrolment still exceeds the number of available places in St Aidan's, a Waiting List will be formed. The waiting list will be ordered according to the date the application form is received at the

school office and should places become available, they will be prioritised under the above criteria. The waiting list will be stored at the office and dated.

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

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a preschool 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;  
 - admission to a special class insofar as it is necessary to ascertain whether or not the student has the category of special educational needs concerned
- (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 another 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 have previously attended the school other than, in the case of the school wishing to include selection criteria based on (1) siblings of a student attending or having attended 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to St Aidan's SNS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

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

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## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of

the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

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

In accepting an offer of admission from St Aidan's SNS, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or withdrawn An offer of admission may not be made or withdrawn by St. Aidan's SNS 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. 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 about 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:

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(i) the date on which the school received an application for admission; (ii) the date on which the school made an offer of admission;

(iii) the date on which an applicant accepted an offer of admission;

(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. 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 Aidan's SNS 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 Aidan's SNS 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. 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 regarding 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. If there is no place available, the applicant's name will be added to the waiting list as set out in Section 13.

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

Applications must be made on the standard application form available from the school. Parents / Guardians are asked to return the completed form with one passport-size photograph of their child. Pupils may transfer to the school at any time, subject to school policy, and available space. The Board of Management makes decisions in relation to applicants for enrolment in accordance with school policy. The Board of Management will respond within 21 days of receipt of applications, indicating their decision.

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

This rule applies to all schools.

The board of St. Aidan`s SNS 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.

Note: Exceptions apply only in relation to fee-charging post-primary schools, the boarding element in Boarding Schools and admission to post-leaving cert or further education courses run by post-primary schools.

#### 17. Arrangements regarding students not attending religious instruction:

The following are the school's arrangements for students, where the parents or, in the case of a student who has reached the age of 18 years, the student who 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. As the case may be, a meeting will then be arranged with the parent(s) or the student to discuss how the school may accommodate the request.



## 18. Reviews/appeals

### Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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The board will conduct such reviews per the requirements of the procedures determined under Section 29B and 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 before appealing to section 29 of the Education Act 1998.

Where an applicant has been refused admission for reasons other than the school being oversubscribed, the applicant may request a review of that decision by the board of management before appealing to 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 board of management before 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 appealing to 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 Department of Education and Skills website.

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Iggy Keane  
Chairperson

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Tomás Hayes  
Principal