

Admission Policy of St. Ultan's National School



School Address: Cherry Orchard Avenue (D10NY53)

Roll number: 20092T

School Patron: Most Reverend Dermot Farrell, Archbishop of the Archdiocese 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 approved by the school patron on 02/11/2020. 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. Ultan's National School 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 to mainstream classes is published on the school's website and will be made available in hardcopy on request to any person who requests it.

Please see [Section 7](#) below in relation to forms for admission to Special Classes.

2. Characteristic spirit and general objectives of the school

St. Ultan's Primary School 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:

- (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 St. Ultan's Primary School 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.

Catholic Values inform our school life In St. Ultans, however our school is inclusive and welcomes children of all denominations.

Our vision is the development of the full potential of each child in Cherry Orchard by nurturing them spiritually, morally, socially, artistically, emotionally, intellectually and physically and helping them to develop a sense of belonging.

We aim to work with families to develop in our children the ethics, values and life skills needed to engage with and contribute positively to their family and wider community. This will serve them as children and adults.

3. Admission Statement

St. Ultan's National School is a school whose religious 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. Ultans will also not discriminate in its admission of a student to the school on any of the following:

- (a) the **gender** ground of the student or the applicant in respect of the student concerned,
- (b) the **civil status** ground of the student or the applicant in respect of the student concerned,
- (c) the **family status** ground of the student or the applicant in respect of the student concerned,
- (d) the **sexual orientation** ground of the student or the applicant in respect of the student concerned,
- (e) the **religion** ground of the student or the applicant in respect of the student concerned,
- (f) the **disability** ground of the student or the applicant in respect of the student concerned,
- (g) the ground of **race** of the student or the applicant in respect of the student concerned,
- (h) the **Traveller community** ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has **special educational needs**.

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. Ultan's National School 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. St. Ultan's National School will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Categories of Special Educational Needs catered for in the school/special class

St. Ultan's National School, with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with .

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

5. Admission of Students

St. Ultan's National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

School with special education classes

The special classes attached to St. Ultan's National School provide an education exclusively for students with and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription in Mainstream Classes

St. Ultans uses the Diocesan policy of equal parity for siblings in school and those resident in the parish.

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:

- a. Children who have completed two years in Saint Ultan's Early Education unit.

- b. Siblings and step-siblings of children already enrolled in the school and/ or children resident in the parish of Cherry Orchard (*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*).

In the event that of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

7. Application Procedure for Special Classes for Children with

Parents who wish to enrol their child are required to complete an **Expression of Interest** form for St. Ultan's ASD classes.

- 'Expression of interest' forms are available at any point during the school year on the school website and from the school office.
- **Valid Expression of Interest forms** for admissions in the next school year will be accepted upon reopening after the Halloween Mid-Term Break (*of the preceding school year*).
- All applications received on or prior to the deadline outlined in the Admissions Notice will be reviewed by the school admissions team, in accordance with the enrolment and selection criteria specified in this policy.
- The date of receipt of application is not given any additional weighting.
- Upon receipt of completed 'expression of interest' forms and the requested documentation, the school will send an acknowledgment letter via post to the parents/guardians to confirm that the form has been received and whether or not it is considered valid.
- Any form not accompanied by the necessary documentation will not be considered valid until which time as the school receives a copy of the required documentation.
- Accordingly, it is important to note that all documentation must be furnished to the school by the deadline outlined in the Admissions Notice, preceding the school year that is being applied for.
- **No guarantee of a place** is given or implied by the recording of a child's details on the expression of interest form.

Required Documentation:

1. A report containing the following information
 - a. The child has a **confirmed diagnosis of Spectrum Disorder (ASD)**. The report must detail the classification of ASD by a psychiatrist or clinical/educational psychologist using DSM-IV, DSM-V or ICD-10 criteria or multidisciplinary assessment of same by a professional team, (*including a clinical psychologist/ educational psychologist*).
 - b. A recommendation for **ASD specific education in a special class** made by a clinical/ educational psychologist.
 - c. This report must be from a **recent** multi-disciplinary assessment, which was completed **within the last 2 years** of the proposed enrolment date.

Where it has not been possible to get an updated psychological report, the school admissions team will accept a letter from the original psychologist/ service who wrote the student's most current report. This letter must confirm the student's diagnosis of and intellectual disability, and that the report's depiction of the student and recommendation for a special class is still current and accurate.

2. An expression of interest form, which must be filled out completely within the allotted timeframe in order to be deemed valid. Applications received outside of the admissions period (*ie: the deadline outlined in the Admissions Notice*) will not be taken into consideration.

Allocation of Places:

A dedicated admissions team is formed each year to consider expressions of interest, (*comprising the principal, deputy principal/ SEN Co. and one St. Ultans teacher who currently teaches or has taught in our ASD classes*).

The admissions team first meets after the closing date for 'expression of interest' forms to consider the current school population and upcoming school leavers. Using this information, the number of vacancies that will be available in the following academic year (*in either the Junior Classes from JI – 2nd or the Senior Class from 3rd – 6th class*) will be decided.

A class list for the following academic year will be considered and drafted, thus ensuring that the needs of the current school population are identified and preserved prior to consideration of any new admissions.

The admissions team then offers places to new entrants based on a balanced judgement which is guided by the principles of natural justice, acting in the best interests of all children affected, or potentially affected by such decisions (*both current population and new entrants*).

The admissions team recognises that taking the decision to admit new entrants into the ASD classes must be made with the understanding of resources available within the school community to meet the unique needs of each newly enrolled child. It must also continue meeting the needs and abilities of the children already enrolled in the school.

Oversubscription in Special Classes for Children with

The maximum ASD class size is six pupils. St. Ultans junior ASD classes caters for children from junior infant to 2nd class age, and our senior ASD classes cater for children from 3rd to 6th class age. If the number of children on the expression of Interest listing for Junior or senior class places exceeds the number of places available in those classes, the following criteria will apply in priority order:

- a. The needs of the current school children are still met, and the school is in a position to offer the appropriate resources to the newly admitted students.
- b. The placement is age appropriate.
- c. Children who are already enrolled in mainstream classes in St. Ultans National School.
- d. Children who have completed two years in Saint Ultan's Early Education unit.

- e. Siblings of children who already attend St. Ultan's National School.
- f. Children living in the parish of Cherry Orchard.
- g. Children of current St. Ultans Campus staff.
- h. Children living outside the catchment area of Cherry Orchard.

Waiting list in the event of over subscription

A waiting list of students whose applications for admission to St. Ultans ASD classes were unsuccessful will be compiled and will remain valid for the school year in which admission is being sought. Should a vacancy arise during the school year, all applicants on the waiting list will be given equal consideration under the selection criteria at that time. This waiting list will end on the last school day in June of that academic year and the school will commence accepting applications for admission from the 1st of October of the following year

8. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, **other than in relation to a student's prior attendance at:**
 - (II) an early start pre-school, specified in a list published by the Minister from time to time; (Exceptional status granted with regard to St. Ultan's Early Education Unit).**
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; **(other than in relation to:**
 - admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or**
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his 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.

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

9. Decisions on applications

All decisions on applications for admission to St. Ultan's National School 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 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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.

10. 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).

11. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Ultan's National School, 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.

12. 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. Ultan's National School 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.

13. 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.

14. Waiting list in the event of oversubscription to mainstream classes

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. Ultan's National School 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. Ultan's National School 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.

15. 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.

16. 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 who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Pupils may transfer to St. Ultan's National School at any time during the school year. However, enrolment of children during the school year will depend on the availability of places in the

requested class. The decision to enrol is at the discretion of the BOM, which will be mindful of the following:

- The number of classrooms available.
- The size of available space in each classroom.
- The educational needs of children already enrolled.
- DES maximum class average directives.

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:

Applications for entry to St. Ultan's National School may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Places are allocated on a first-come, first-served basis; this means that as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.

17. Arrangements regarding students not attending religious instruction

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

The following are the school's arrangements for students, where the parents 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. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of St. Ultan's National School 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.

19. 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 website of the Department of Education and Skills.

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

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

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

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, 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 **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.

Ratification of Policy

This policy will be reviewed by the Board of Management annually;

Signed: *Ruairi McGinley*
Chairperson of Board of Management

Date: 19/09/23

Signed: 
Principal

Date: 19/09/23

Date of next review: October 2024