

## **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 in June 2022. 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 Gabriel's Primary School'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 by email or in hardcopy to any person who requests it.

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

St. Gabriel's is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Catholic 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) 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 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 Gabriel's 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.

St. Gabriel's is a Catholic school where the school community endeavors to educate children in a Christian atmosphere and encourages them to develop to their full potential. Our school plan is underpinned by its Catholic Ethos. Our aim is to provide a safe, happy learning environment where children's emotional, psychological, physical and moral development is catered for in addition to their academic progress. The school promotes a Catholic Ethos and expects from its pupils, a tolerance of different religious beliefs, and of those with no religious beliefs.

### **3. Admission Statement**

St. Gabriel's Primary school 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 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

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

St. Gabriel's Primary School is a school whose objective is to provide education in an environment which promotes Roman Catholic 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. Gabriel's is a school which has the approval of the Minister for Education and Skills to establish a special class which provides an education exclusively for students with autism and may refuse to admit to the class a student who does not have the category of needs specified.

### **4. Special educational Needs**

St. Gabriel's Primary School with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism.

### **5. Admission of Students**

This school shall admit each student seeking admission except where:

- (a) the school is oversubscribed (please see section 6 below for further details)
- (b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
- (c) Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. Autism: DSM IVN or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

St. Gabriel's primary 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.

## **6. 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.

### **Junior Infants**

1. Siblings and stepsiblings of children currently enrolled in the school and/or children resident in the parish of the Assumption, Ballyfermot. (The eldest child will have priority in this ranking.)
2. Children of staff (The eldest child will have priority in this ranking.)
3. All other children (The eldest child will have priority in this ranking.)

Note: The Board of Management currently operates a maximum average of 20 pupils per mainstream class, based on the current staffing circular of the Department of Education.

The Board of Management will apply the above selection criteria in the order of priority in which they are listed. In the event that there are two or more students tied for a place or places in any of the selection criteria categories (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.

### **ASD Class**

1. Priority will be given to pupils already enrolled in the school who meet the criteria for admittance to an ASD class as outlined in Section 5 (c)
2. Siblings and stepsiblings of children currently enrolled in the school and/or children resident in the parish of the Assumption, Ballyfermot. (The eldest child will have priority in this ranking.)
3. Children of staff (The eldest child will have priority in this ranking.)

4. All other children (The eldest child will have priority in this ranking.)

Note: The Board of Management will apply the four selection criteria in the order of priority in which they are listed. The Board of Management currently operates a maximum of 6 pupils per special class, as per department of Education circular.

### **Discharge for the ASD class**

It is the school's policy to discharge pupils from the ASD class when they have either completed 6<sup>th</sup> or reached the reach the age of 13. Pupils who reach the age of 13 after September 30<sup>th</sup> in any given year will be permitted to complete the academic year. The onus will be on the parents to negotiate the placement with a suitable secondary school. Discharge may also be recommended by the Admissions Team at any stage, after consultation with the parents/guardian, if it is felt that the placement is no longer appropriate and does not serve the best interest of the child or if the child is fully integrated into the mainstream school.

### **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 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 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
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, 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; other than siblings of a student attending or having attended school as per Enrolment Criteria.

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 31<sup>st</sup> January 2025 only)

### **8. Decisions on applications**

All decisions on applications for admission to St. Gabriel's Primary School 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.

### **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. Gabriel's Primary School, you, the applicant, 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 to the principal of St. Gabriel's Primary School and
- (ii) whether or not you have applied for or 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 to the principal of St. Gabriel's Primary School.

#### **11. Circumstances in which admission's offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by St. Gabriel's Primary 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 applicant's child; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 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.

#### **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 Primary 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 Primary 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. The criterion date of birth of the child applying, will only be applied in the case of children who are tied for the last place in the Junior Infants intake classes. When children are tied for the final places in classes above Junior Infants, after all of the criteria in section 5 of this policy

are applied, lots will be drawn for the final place and remaining applicants will be kept on a waiting list for any places becoming available later.

#### **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.

#### **15. 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 the school's intake group are as follows:

- Parents Guardians complete an applications form
- Application is assessed by the BOM using criteria in Section 5 of this admissions policy.
- Admission will depend on space in the required class. Currently, the Board of Management of Primary school adheres to a maximum average class size of 19 pupils per class, based on the current staffing circular from the Department of Education.
- A maximum of 6 students will apply to each ASD class

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, include those in the list at 15 above. However St. Gabriel's Primary School may recommend to applicants seeking places after September 30 each year and whose children are attending schools in the locality, that where possible, they retain their children in their current schools until the end of the instructional term.

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

The Board of St. Gabriel's Primary 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.

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

The following are the school's arrangements for students, where the parents/guardians 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)/ guardians, to discuss how the request may be accommodated by the school.

#### **18. Reviews/appeals**

##### **Review of decisions by the Board of Management**

The parent/guardian of the student may request the board to review a decision to refuse admission. Requests must be made in accordance with Section 29C of 1998 Education Act.

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 For Education & Skills 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 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.

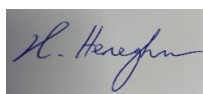
An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

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 above.

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 above. 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.

This policy was finalised by the Board of Management in September 2025 and will be reviewed as necessary, and at least within a four-year period.

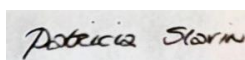
**Signed:**



Niall Heneghan, Principal, St. Gabriel's Primary School

Date: 24 September 2025

**Signed:**



Patricia Slavin, Chairperson, Board of Management, St. Gabriel's Primary School

Date: 24 September 2025