

Revised April 2024



Admissions Policy

**St. Oliver Plunkett School, Malahide, Grove Road
Co. Dublin**

School roll number: 17914S

Chairperson: Kenneth Moore

Principal: Valerie Keogh

School Patron: Archbishop Dermot Farrell

1. Introduction

The Board of Management of the School sets out herein, its Admission Policy in accordance with the Education Act of 1998, the Education Admission to Schools Act 2018, and The Equal Status Act 2000. In drafting this policy, the Board of Management consulted with the staff, parents of existing pupils, and the Archbishop of Dublin, the school patron.

The policy was approved by the school patron on 17th April 2024. It is published on the school's website and will be made available in hardcopy, to any person upon request. The relevant dates and timelines for St. Oliver Plunkett admissions process are set out in the school's Admissions Notice which is published annually on the school's website at least one week before the commencement of the enrolment process for the school year concerned. This policy must be read in conjunction with the Admissions Notice.

2. Ethos

St. Oliver Plunkett 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 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. Oliver Plunkett 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.

3. Vision Statement

Our Enrolment Policy is drawn up with our Vision Statement as central to our school mission:

“In our school we value the uniqueness and importance of every human being. We believe, where practical, all children should be included in mainstream and we recognise the rights of our children to equal access to all opportunities in our own school, our community and in society as a whole. We will strive to have all our children reach their full potential in a happy caring environment. We will endeavour to develop a sense of responsibility and adaptability for a changing world. We will work towards cultivating a positive self-worth and respect for the importance of each individual and each community. We will promote a co-operative spirit and good, independent work habits.”

In reading this policy please note:

“**The Board**” refers to the Board of Management of St. Oliver Plunkett School.

“**The school**” refers to St Oliver Plunkett School, Grove Road, Malahide, Co. Dublin.

“**The Parent(s)**” refers to the parent(s), guardian(s) and /or carers of the child attending at or applying to St Oliver Plunkett School.

“**The DES**” refers to the Department of Education and Skills.

“**Department Circulars**” refers to circular letters for all schools issued from time to time by the DES and available at www.education.ie

The use of the term “days” implies calendar days unless otherwise stated.

The use of term parent implies guardian

The school is dependent on the grants and teacher resources provided by the DES and it operates within the regulations laid down by the DES.

4. Non-Discrimination

St. Oliver Plunkett 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

(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. Oliver Plunkett's is a school which seeks to provide education in an environment which promotes 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.

Our reading classes (SLD Unit), as approved by the Minister for Education and Skills, provides a suitable education for children with a diagnosis of Dyslexia, and meeting the criteria as laid down by the DES. Children will only be accepted upon meeting these criteria.

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

5. Admission of Pupils

The school shall admit each pupil seeking enrolment except where:

- a) the school is oversubscribed
- 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 will make all reasonable efforts to ensure compliance with such code by the student.

St. Oliver Plunkett school is a catholic school and may refuse to admit a person who is not a catholic where it is proved that the refusal is essential to maintain the ethos of the school. The Reading Classes provide education exclusively for children with dyslexia and the school may refuse admission to these special classes where the student does not meet the criteria as laid down by the DES.

6. Applications for Enrolment in Junior Infants

- 1 Application for entry to the school must be made by way of the school's enrolment application form, which is available online via the Aladdin link on the school's website.
- 2 Dates for the application process are posted on our Annual Admissions Notice, available on www.stops.ie. This year all applications for junior infants will be done online. No junior infant applications will be accepted prior to the dates posted on the notice.
- 3 Parent(s) / Guardian(s) applying for enrolment in junior infants in the school must fill out the appropriate school enrolment form on Aladdin (link on website) in the specified timeframe on the Admissions Notice and provide specific evidence of address as requested in the application form. Consequently, we require accurate information from parent(s)/guardian(s) as to the location of their current principal private residence, **at the**

time of application. False or misleading information, up to and including the date of commencement in the school, will invalidate an application.

The parent's/guardian's principal private residence must be a home owned by the parent/guardian or a rental property with a minimum 1 year Residential Tenancy Agreement.

The Board of Management reserves the right to verify the information provided by the parent(s)/guardian(s). **Where an issue arises in relation to the residence status of a child applying in any particular year, it will be the responsibility of the parent/guardian to satisfy the Principal/Board of that status to the Principal's/Board's satisfaction.**

Additional documentation may include, but is not limited to: correspondence from an Irish State Agency e.g. Child Benefit correspondence, Local Property Tax correspondence, and / or Mortgage Documents, Residential Tenancy Agreements (or equivalent), etc.

Any parents/Guardians who provide false or misleading information (e.g. use an address which is not their principal private residence at the time of application) will render their application null and void.

- 4 The school will organise an information meeting for prospective parents in May of the year of entry and an informal "Open Hour" for new pupils is held in May/June each year.
- 5 Families of junior infant children will be notified within 21 calendar days of the closing date as to whether or not their applications are successful. They must then accept the place within a 7-day time frame. Failure to accept a place may result in the place being offered to the next person on the waiting list.
- 6 Those unsuccessful due to age are advised to reapply the following year, as the school does not operate a waiting list from year to year. Those unsuccessful under other criteria are advised to seek a school place elsewhere. **Any correspondence relating to unsuccessful applications must be put in writing and directed to the Chairperson of the Board of Management by post to St. Oliver Plunkett School, Grove road, Malahide, Co. Dublin.**
- 7 Applications received after the closing date will be deemed "late applications" and will only be considered once all other applications have been satisfied.

7. Criteria used for Enrolment Priority

Where the number of children seeking enrolment in junior infants exceeds the number of places available it will be necessary to adopt certain enrolment criteria.

In such cases the following criteria will be used to prioritise children for enrolment and in each, priority will be given to the eldest:

Category One

Brothers & sisters (including step-siblings and fostered children, resident at same address either in or out of the catchment area) of children already enrolled and / or children whose principal private residence on the date of application is within the Parish of St. Sylvester, Malahide as defined by the Archdiocese of Dublin. See Appendix A.

Category Two

Children of staff members.

Category Three

Children from the Sacred Heart Parish, Yellow Walls, Malahide.

Category Four

Children who live outside the parishes of St. Sylvester and Sacred Heart.

Where the number of applicants within Category 1 exceeds the number of places available, the Board will operate a cut-off point based on the applicants' Date of Birth, i.e. children are offered places in age order. This is also applied to Categories 2, 3 and 4

This may create an age cut off which would vary from year to year, depending on the numbers and ages of children applying in any given year. Those children with a date of birth after the cut-off date will be placed on a temporary wait list, which will lapse at the end of the school year.

When a waiting list is formed the priority rating on the list will be as follows:

- Children from category 1: **the eldest is given highest priority** (in the event that two or more share the same Date of Birth, priority will be given to a child who is a

brother/sister of an existing pupil) If both or neither applicants have siblings currently attending the school, the place is offered to the child who lives in closest proximity to the school, as dictated by Google Maps.

- Children from Category 2 **The eldest will be given priority**, followed by
- Children from category 3 **The eldest will be given priority**
- Children from category 4 **The eldest will be given priority**

In the event of the Board being unable to enrol a child **from category 1**, the family of that child should reapply by the closing date the subsequent school year. A junior infant place should be secured the following year, provided that the child is still satisfying entry requirements, and provided that he/she doesn't attend Junior Infants in another school in the interim year. (cf. Circular 32/03)

If two children within the same category have the same date of birth and neither or both have siblings, the priority will be decided by the address. The child whose residence is closest to the school, according to Google maps will be offered the place.

8. The Board of Management determines the class size and reserves the right to reduce the pupil teacher ratio in specific class or classes. In accordance with section 62(7) of the Education Act, the school will not consider or take into account any of the following in deciding on admission or when placing children on a waiting list for admission:

- (a) A pupil's prior attendance at a pre-school or pre-school service, other than an early intervention class
- (b) The payment of fees
- (c) A child's academic ability, skills or aptitude (except for entry to reading classes)
- (d) The occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) A requirement that a student, or parents attend for interview, open day or any other meeting as a condition of admission.
- (f) A student's connection to the school by virtue of a member of the family having attended previously. (Students with siblings attending on year of admission are given priority and are included in Category 1)
- (g) The date and time of application, apart from late applications, which are dealt with and considered only after all other applications.

9. Decisions on Applications

All decisions on applications 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 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 specified time frame and [section 15](#) regarding applications for places in years other than the annual 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.

Applicants will be informed in writing on the status of their application within the timeline outlined in the annual admission notice. Unsuccessful applicants will be advised of the reason for refusal. This will outline the ranking against the selection criteria if applicable, and details of their place on the waiting list for that school year.

10. Acceptance of an offer by applicant

In accepting an offer of a place from St. Oliver Plunkett School, you must indicate:

- Whether you have accepted an offer of a place in another school or schools. If you have accepted such an offer, you must also provide details of the offer/offers concerned
- 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 schools concerned.

11. Withdrawal of offers

An offer of admission may not be made or may be withdrawn by St Oliver Plunkett School where:

- 1) It is established that information provided in the application is false or misleading.
- 2) An applicant fails to confirm acceptance of an offer, in writing, on or before the date set out in the admission notice of the school.
- 3) The parent of a student, when required by the principal, in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the school's code of behaviour is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student, or
- 4) An applicant has failed to comply with the requirements of acceptance of an offer as set out in section 10 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 students in relation to whom-

- i. An application for admission to the school has been received
- ii. An offer of admission to the school has been made or
- iii. An offer of admission to the school has been accepted

The list may include any or all of the following

- i. The date on which an application was received
- ii. The date on which an offer of a place was made
- iii. The date on which an offer was accepted by the applicant

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. Oliver Plunkett 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 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. Where applications are received on the same date, priority for admission to any specific level will be accorded to such applicants in age order, oldest first.

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 applications will be notified of the decision no later than three weeks after the date the application was received. Late applicants will be offered a place if available. In the event that there are no places available, the name of the applicant 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

The school has a single enrolment date of September 1st for all children except new residents to the area. New residents to the area can apply at any time during the year; however, places will be allocated on the basis of availability, on a first come first served basis. If there are no places available, applicants are placed on a waiting list and parents will be notified in writing once a place becomes available. As the waiting list is formed for the duration of the academic year only, parents of unsuccessful applicants will need to reapply for the following academic year, if they still seek a school place.

Applications cannot be processed without the following:

- 1. Proof of address as specified on application form. e.g. recent utility bills, lease agreement, letters from revenue etc.**
- 2. Most recent school reports.**

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

The Board of Management of St. Oliver Plunkett School, or any persons acting on its behalf will not charge fees for or seek payment or contributions 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 on the school

17. Arrangements regarding students not attending religious instruction

The Board of Management recognises the parent's right to choose for the child not to participate in religious instruction. In such a case, a written request should be made to the principal. A meeting will then be arranged with the parent(s), to discuss how the request may be accommodated by the school. Accommodations may be limited due to staffing levels and will mainly take the form of differentiated activities.

18. Reviews/appeals

Review of decisions by the Board of Management

A parent 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 of Management 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.

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.

19. Authority of School Principal

The school Principal is authorised by The Board of Management to take decisions on pupil intake consistent with this Policy Document. In line with the Education Welfare Act 2000, these decisions will be communicated to parents in writing in accordance with the Admissions Notice. All communication in appealing a decision regarding admissions should be directed to the Board of Management as outlined in section 29 procedures.

20. Responsibilities of Parents and Guardians

Children enrolled in St. Oliver Plunkett National School, and their parents, are required to cooperate with and support the school's Code of Behaviour and Anti-Bullying Policy, as well as all other policies on curriculum, organisation, & management. Parents are expected to accept, support, and encourage the standards of behaviour, punctuality, dress, cleanliness, tidiness and other expectations of the school. These can be viewed on the school website.

The Board of Management holds parents responsible for ensuring that children cooperate with all policies in an age-appropriate way.

In accordance with the Education Welfare Act, the Education Act and the NEWB Guidelines, a child may be suspended or expelled for gross insubordination (a serious breach of or continuous breaches of the Code of Behaviour). This is detailed in full in

the school's Behaviour and Anti Bullying Policy, which is available through our website or from the school office.

The Board of Management holds Parents/Guardians responsible for ensuring that their child(ren) co-operate with all policies in an age-appropriate way. In accordance with the Department of Education's Rules for National Schools and the NEWB Guidelines, a child may be suspended for breaching the rules and policies of the school. These rules and policies may be added to and revised from time-to-time.

Reading Class Admissions:

Criteria and Procedure for the Enrolment of Pupils in the Reading Support Classes:

Please see below (Appendix B) the new NCSE requirement for notification of application to the NCSE prior to applying to enrol in a reading class.

1.The Board of Management has responsibility for the enrolment of pupils.

Enrolment Procedure: See Appendix B

Enrolment criteria will be in accordance with the DES "Guidelines for Enrolment of Children with Specific Learning Disability" (June 1998), which may be summarised as follows:

- a. *Children must have a significant deficit in reading ability, at or below the 2nd Percentile;*
- b. *Pupils must have completed Second Class;*
- c. *Children enrolling must have a diagnosis of Dyslexia or Dyscalculia. The referring psychological report confirming this should be less than two years old;*
- d. *The primary diagnosis must be dyslexia; Children with a primary diagnosis of dyslexia will be given priority over children with multiple diagnoses.*
- e. *Children must be of average or above average intelligence, as outlined on their Psychological Report, which must accompany the application.*
- f. *Children must have a specific recommendation in their report to apply to enrol in a reading class.*
- g. *Priority is given to children attending St. Oliver Plunkett School, and then to children from the catchment area.*

- The child's present school will be asked to provide a report on child's progress, attendance, behaviour, social and personal development, attitude to school and school work. The report will also provide information on level of competence in language, reading, spelling and mathematics, from present class teachers and also from the support teacher.
- Pupils are initially enrolled for a year. Enrolment may then be extended to two years.
- The child's present school must undertake to re-enrol the child at the end of the child's enrolment in the Reading Classes.

This Admissions Policy was ratified by the Board of Management on the 15th April 2024.

Signed : _____  _____

Kenneth Moore

Chairperson Board of Management St. Oliver Plunkett School.

Appendix(A)

Malahide Parish

Archdiocese of Dublin



Appendix B

(Circular 0080 /2024 states)

“In order to ensure that the NCSE has access to information on all children and young people who may require a special class or special school place, parents/guardians should notify the NCSE prior to making an application for admission to a special class and/or special school. The NCSE will discuss with families the range of options that are available to meet the needs of their child or young person as identified in available reports. This notification together with the submission of the child or young person’s relevant reports should occur as early as is possible. Notification should be made before 1st February in the preceding school year to facilitate NCSE planning and to ensure that the NCSE and the Department is provided with sufficient time to plan and provide for additional special class and special school capacity.

It is recognised that many school admission processes start during Term 1 of the school year, and the NCSE will be working to ensure that parents/guardians notify them as early as possible. However, it must be considered that some children and young people may not receive a diagnosis and/or a recommendation for a special class or special school until a later time and the NCSE must continue to work to support these children and young people to secure an appropriate enrolment, in collaboration with their local schools. - This process will enable the NCSE to check and verify that the recommendations and reports for each individual child or young person meet the specified eligibility criteria for the category or categories of special educational needs catered for by the special class or special school. Parents/guardians engaging with this process will be provided with written confirmation from the NCSE confirming the outcome of the NCSE’s review of the supporting evidence provided which they can then give to the school/s as part of their application for enrolment in a special class or special school.”

Please also note the following: “: Should your child or young person be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.”