



North Dublin National School Project

Admission Policy

School Address: Ballymun Road, Glasnevin, Dublin 9

Roll number: 19845M

School Patron: Executive Committee of the NDNSP

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 April 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 the admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

If, prior to the commencement of Education (Admission to Schools) Act 2018 (Admission Policies and Admission of Students) Regulations 2020, North Dublin National School had confirmed, in writing, that an applicant had been placed on a list relating to the allocation of school places for a particular school year up to 31 January 2025, then this place on the pre-enrolment list is still valid. In this instance, applicants are contacted in the first term of the school year prior to entry and asked to confirm that they wish to be included in the draw for the following school year.

2. Characteristic spirit and general objectives of the school

Educate Together schools are committed to the values laid down in Educate Together's Charter. Our schools are learner-centred, equality-based, co-educational and democratically-run. This means that all members of the school community, whatever their social, cultural or belief background, work together in an atmosphere of dignity and respect.

Our equality-based informs all policies and practices in the daily life of the school. In exercising this policy making and decision-making responsibilities, the school's Manager/Board of Management upholds the characteristic spirit of the school.

The aims of the Ethical Education in the North Dublin National School Project are as follows:

1. To give children an understanding of social, ethical and moral standards in the areas of honesty, respect, justice, integrity, trust and responsibility.
2. To promote inclusion through the multi-denominational principles of the school and to engender in children the knowledge and understanding of difference through fostering mutual respect, and awareness and acceptance of diversity.
3. To promote equality on the basis of gender, sexual orientation, race, disability, ethnicity, religion, age and class by cultivating the principle of inclusion through the knowledge and understanding of the way people live in our world.
4. To enhance the children's self-awareness and self-esteem through the child centred development of their personal skills, their understanding of themselves, their sexuality and the situations they encounter through their lives.
5. To enhance the children's understanding and awareness of others and develop their ability to form relationships and manage group situations.
6. To help children appreciate and value the natural beauty of the world, care for the environment and encourage aesthetic awareness.
7. To develop a questioning approach to the world by observing and examining the systems and structures of communities and societies.

Educate Together schools provide for equality of access in line with the Educate Together Charter and offers places to siblings enrolled in the school at the same time in the first instance.

The definition of a sibling in this policy includes step siblings and foster siblings who are enrolled in the school at the same time.

The NDNSP pre-enrolment policy requires that, in order to be considered a sibling, a child must be a sibling of a pupil currently attending the NDNSP on the day of entry. In order to be validly pre-enrolled the NDNSP must have received and acknowledged in writing a pre-enrolment form for that child on or before **23rd October** of the year prior to entry. (For example a child proposing to enter the NDNSP on 1st September 2021 must have filled a form by 23rd October 2020 and have an older sibling who will still be attending the NDNSP in September 2021) Any child who is offered a place as a sibling has the right to defer for one year only and retains the right to enter the school that following year whether or not they will have a sibling in the school that year. Should there be less places than the number of siblings applying, then the places will be prioritised on the basis of oldest first and siblings who do not gain entry this year will be guaranteed a place the following year.

3. Admission Statement

North Dublin National School Project will not discriminate in its admission of a student to the school on any of the following:

- (a) the sex or 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.

The North Dublin National School Project will cooperate with the National Council for Special Education (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 additional ("special") educational needs, including in particular by the provision and operation of a specialised class or classes when requested to do so by the Council.

The North Dublin National School Project will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6/8](#) 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) Where a student is less than 4 years of age on the 1 September of the school year concerned.

5. 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
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than siblings of students who are enrolled in the school at the same time,
- (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.

6. Oversubscription

a) Junior Infants

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 for Junior Infants. (For example, a child wishing to enrol on 1st September 2022 must be 4 by 1st of June 2022).

These categories will only apply in the event of oversubscription.

Priority Category 1:

Applicant students who are siblings of children and enrolled in the school at the same time, who have reached four before 31st March of the year prior to the school year concerned. (For example, a sibling wishing to enrol on 1st September 2022 must be 4 by 31st March 2022 to qualify for priority category 1).

Priority Category 2:

Applicants who have reached four before 31st March of the year prior to the school year concerned (i.e have reached 4 by 31st March 2022 to start junior infants in September 2022).

Priority category 3:

Applicant students who are siblings of children and enrolled in the school at the same time, who have reached four between 1st April and 1st June of the year prior to the school year concerned.

Priority category 4:

All other applicants who have reached four between 1st April and 1st June of the year prior to the school year concerned.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), places will be offered or added to a waiting list **by way of a lottery of completed applications**. All names validly enrolled will be placed in a drum and the names will be drawn out by a Commissioner for Oaths. All names drawn will be ascribed a number equivalent to the numerical order in which they are drawn. (For example the first name drawn will be ascribed number 1 and all names subsequently drawn will be ascribed a number in the order they are drawn).

Multiple births such as twins, triplets etc will be entered on one ticket and will all be offered a place – even if their ticket is drawn for the last available place in the class. Parents will be notified of the place offer or the child’s place on the waiting list, within two weeks of this day. As vacancies arise, the places will be filled in the order given by the commissioner for Oaths.

b) Other year groups – Senior Infants to 6th Class

If the school is oversubscribed, the school will, when deciding on applications for admission to Senior Infants to 6th Class, apply selection criteria in the order listed below. Applications must be received as set out in the school’s annual admission notice for other year groups. Students must be moving to the next year group if the application is for September, or to the same year if applying to move during the school year:

Priority Category 1:

Applicant students who:

- are siblings of children enrolled in the school at the same time

Priority Category 2:

All other applicant students

In the event that there are two or more students tied for a place or places in any of the categories above (the number of applicants exceeds the number of remaining places), places will be offered by way of a lottery or added to a waiting list for the duration of that school year.

7. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, or to other year groups will be considered and decided upon in date order of when they were received 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 in respect of their application not 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. In the event that there is no place the name of the applicant will be added to the waiting list.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list in earliest date of birth.

8. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available in Junior Infants, a special class or other year groups, a waiting list of students whose applications for admission to North Dublin National School Project 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 North Dublin National School Project 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 see section [6](#) above. Late applications will be added to the list in date order, see section [7](#) above.

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.

Waiting lists will expire at the end of each school year.

9. Admission of students after the commencement of the school year

If a place is available after the commencement of the school year in which admission is sought, the place will be offered to the next place on the waiting list if there is one or to the next application.

10. Decisions on applications

All decisions on applications for admission to North Dublin National School Project 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

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.

11. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the relevant annual admissions notice but no later than three weeks after the annual admissions process or for late applications, three weeks after the school receives an application.

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 or class concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 16 below for further details).

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

In accepting an offer of admission from North Dublin National School Project 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.

13. 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 North Dublin National School Project 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 12 above.

14. 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 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 of the following:

- (i) The date on which an application for admission was received by the school
- (ii) The date on which an offer of admission was made by the school
- (iii) The date on which an offer of admission was accepted by an applicant
- (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)

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

The board of North Dublin National School Project 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.

16. 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.

17. Data Protection

The school acknowledges its obligations as a data controller under the Data Protection Acts 1988 - 2018 and the EU General Data Protection Regulation (GDPR). Information obtained for the purposes of allocating places in the school to students will only be used and disclosed in a manner which is compatible with this purpose. Only such personal data as are relevant and necessary for the performance of this function will be retained.

The school undertakes to ensure that such information is processed fairly, that it is kept safe, secure, accurate, complete, and up to date. Individuals have the right to have any inaccurate information rectified or erased.

All data submitted as part of the admissions process will be destroyed within twelve months of the end of the school year the application is for (as opposed to the receipt of the application).

A copy of all personal data obtained and kept as part of the admissions process will be made available to the subject of such data on receipt of a written request to the chairperson of the board of management.