



Scoil Aoife Community National School  
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Dublin 24



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# **POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022**

**Scoil Aoife Community National School  
Citywest Drive, Citywest, Dublin 24**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Scoil Aoife CNS is responsible for the implementation of this Admission Policy.

# INTRODUCTION TO SCOIL AOIFE CNS

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## General information

Scoil Aoife CNS operates within the regulations laid down by the Department of Education & Skills and follows the primary school curriculum prescribed by the Department of Education & Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The ongoing internal monitoring by principal and staff will be supported by external evaluation by the Department of Education & Skills Inspectorate.

Scoil Aoife CNS is a co-educational, multi-denominational primary school which is under the patronage of Dublin and Dún Laoghaire Education and Training Board (DDLETB). The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Aoife CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Scoil Aoife CNS to respect, celebrate and recognize diversity in all areas of human life. Children attending Scoil Aoife CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the whole school community and the wider community in which they live. Children in Scoil Aoife CNS are taught from Junior Infants about the rights of every citizen in Ireland to equality, regardless of their gender, race, religion, age, sexual orientation, family status, civil status, membership of the travelling community and/or disability (nine grounds on which it is illegal to discriminate under the Equality Act 2004). As part of its ethos, Scoil Aoife CNS welcomes children from all faiths and beliefs.

Scoil Aoife CNS opened in September 2014. The school was in temporary accommodation in Brookfield for 2 years and moved to a new building in September 2016. As we are still a developing school, from September 2020 Scoil Aoife CNS will cater for Junior Infants to 5<sup>th</sup> Class and will have two classes for children with ASD. By September 2021 we will have classes for 6<sup>th</sup> class children.

The Board of Management will be committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Child Protection Procedures outlined in Circular 0081/2017. The Board will fully subscribe to the core values of the school underpinning the characteristic spirit of the school: Excellence in Education, Care, Equality, Community and Respect.

This admissions policy will be subject to regular review and possible change. Classes commence at 9.00 a.m. and finish at 1.40 p.m. for Infants and 2.40 p.m. from First Class onwards.

# TABLE OF CONTENTS

## ***PART A - General Information for All Applicants***

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

## ***PART B - Information for Specific Categories of Applicants***

5. Application to Junior Infants
6. Application to All Classes Other Than Junior Infants
7. Application to the Special Classes

# **PART A**

## ***General Information for All Applicants***

1. *Glossary of terms*
2. *Admission Statement*
3. *Legal Framework*
4. *General Admission Provisions (for all Applicants)*

## 1. GLOSSARY OF TERMS

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'**Applicant**' means the parent / guardian of a Child who has made an application for admission to Scoil Aoife CNS.

'**Child**' means the person in respect of whom the application is being made.

'**Student**' means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

'**Gender**', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'**Parent**' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'**Special Class**' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Scoil Aoife CNS has a Special Class, established to cater for special educational needs of students with Autistic Spectrum Disorders.

**'Junior Infants'** means the intake group of Students for the most junior class in a school but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups facilitated on site.

## 2. ADMISSION STATEMENT

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ETB schools are state, multidenominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the

plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs. Accordingly, Scoil Aoife CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant. (However, as Scoil Aoife CNS provides education exclusively for a category of special educational needs in a special class, it is not discriminatory to refuse admit a Child who does not have the specified special educational needs).

Scoil Aoife CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.



### 3. Legal Framework

DDLETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Scoil Aoife CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

However, if a parent wishes to opt their child out of *GMGY*, the parent/guardian must make a written request to the Principal in the first instance. The request should outline the reasons that s/he is seeking an opt-out. The Principal will then arrange to meet with the parent(s) to discuss the request. If after that meeting the parent still wishes to opt-out of the subject, the school will facilitate this in the following way: students will be facilitated by allowing them to join an adjacent classroom where *GMGY* is not being taught at that time. The child will be given alternative work to do.

### 3. GENERAL ADMISSION PROVISIONS

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A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> February 2020, Scoil Aoife CNS had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> February 2025, then this confirmation is still valid and the Applicant will be offered that place.

In processing an application Scoil Aoife CNS **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless:
  - it is necessary to ascertain whether or not the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a Special Class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);

- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Child concerned attending, or having attended, the school, However, the maximum number of places filled by this criterion does not exceed 25% of the available places as set out in the school's Admission Notice for that academic year.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

**Scoil Aoife CNS will consider** the offer of a place to every Child seeking admission to the school, **unless one of the following applies:**

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;
- 4.9 The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Scoil Aoife CNS considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.

# **PART B**

## ***Information for Specific Categories of Applicants***

- 5. Application to the Junior Infant Group***
- 6. Application to All Classes Other Than Junior Infants***
- 7. Application to the Special Classes***

# SECTION 5

## APPLICATION TO THE JUNIOR INFANT GROUP

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### 5. APPLICATION TO THE JUNIOR INFANT GROUP

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#### 5.1 Admission Provisions (Junior Infant Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer

#### 5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

## 5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)

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Where Scoil Aoife CNS is not oversubscribed, all Children will be offered a school place, subject to sections 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions Policy.

### 5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Aoife CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.



### 5.1.2 Selection criteria in order of priority

Scoil Aoife CNS will apply the following criteria for admission to the Junior Infant Group:

Category 1	Siblings and step siblings residing at the same address
Category 2	All other children

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In the event of the number of children in Category 1 exceeding the number of places available in a given year, children will be offered a place according to their chronological age.

In the event of the number of children in Category 2 exceeding the number of places available in a given year, children will be offered a place according to their chronological age.

All unsuccessful applicants will be placed on a waiting list,

All unsuccessful applicants have the right to appeal under Section 29 of The Education Act, 1998.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

### 5.1.3 Selection Process

Scoil Aoife CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the criteria.

#### 5.1.4 **Late applications**

An application received by Scoil Aoife CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Aoife CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Aoife CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### 5.1.5 **Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Scoil Aoife CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

### **5.1.6 Acceptance of a place**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

### **5.1.7 Refusal**

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Child was not offered a place in Scoil Aoife CNS.
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);  
and
  - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

## 5.2 APPEALS

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### 5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS at City West Drive, City West, Dublin 24 D24 EE3V; Phone 01 4215104. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Aoife CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

**5.2.3. Basis for appeal:**

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# **SECTION 6**

## **APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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### **6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS**

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#### **6.1 Admission Provisions (other than Junior Infants)**

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer

#### **6.2 Appeals**

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

## **6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)**

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Where Scoil Aoife CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy.

### **6.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Aoife CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### **6.1.2 Selection criteria in order of priority**



Scoil Aoife CNS will apply the following criteria for admission to all classes other than Junior Infants:

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

### **6.1.3 Selection process**

Scoil Aoife CNS will apply the selection process as follows:

Priority will be given to children in category 1.

- In the case where the number of children who meet the criteria outlined in 6.1.2.1. exceeds the number of places available, all submissions will be ordered according to date and time of submission and priority will be given to the first.
- In the event that there are still places available in the school after all children who meet the criteria in 6.1.2.1 have been allocated a place, children who come under 6.1.2.2. will be ordered by date and time of submission and priority will be given to the first.

### **6.1.4 Late applications:**

An application received by Scoil Aoife CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Aoife CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with

the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Aoife CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section(s) 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 **Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Scoil Aoife CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 **Acceptance of a place:**

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### 6.1.7 **Refusal:**

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1 The reasons that the Child was not offered a place in Scoil Aoife
- 6.1.7.2 Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 6.1.7.3 Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4 Details of the Applicant's right to appeal the decision.

#### 6.1.8 **Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.7.7. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

- (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

## 6.2 APPEALS

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### 6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS at City West Drive, City West, Dublin 24 D24 EE3V; Phone 01 4215104. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Admission Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Aoife CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### **6.2.3. Basis for appeal:**

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

# **SECTION 7**

## **ADMISSIONS PROVISIONS FOR THE SPECIAL CLASSES**

### **Admission Provisions for the Special Classes**

- 7.1.1. Oversubscription
  - 7.1.2. Selection criteria in order of priority
  - 7.1.3. Selection process
  - 7.1.4. Late Applications
  - 7.1.5. Second/third-round offers of a place
  - 7.1.6. Acceptance of a place
  - 7.1.7. Refusal
  - 7.1.8. Withdrawal of an offer
- 7.2. Appeals**
- 7.2.1. Appeal where refusal was due to oversubscription
  - 7.2.2. Appeal where refusal was for a reason other than oversubscription
  - 7.2.3. Basis for appeal

## **7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES**

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Scoil Aoife CNS has two special classes (The Magic Garden), established to cater for the special educational needs of Students with Autism or within the Autistic Spectrum Disorders.

Only applications in respect of children whose needs fall within the category of special educational needs provided for by the special classes will be considered. All applicants for a place in the special classes must have an up-to-date psychological assessment (within 6 months of the application) and a recommendation from a psychologist that a place in a special class is required/recommended. Places in the special classes will be offered on a case by case basis, taking into account the dynamics of the class and the needs of the pupils already in the classes.

Where the special classes in Scoil Aoife CNS are not oversubscribed, all children whose needs fall within the category of special educational needs provided for by the special class will be offered a place in the special class, subject to section(s) 4.8 and 4.9

In line with section 4.9, where the special class in Scoil Aoife CNS is not oversubscribed, all children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.8.



7.1.1 **Oversubscription:**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Aoife CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which children have been placed on the waiting list.

For the avoidance of doubt, if a child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a child is admitted to the school.

7.1.2 **Selection criteria in order of priority:**

Applications to the Special Class will only be considered if the needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

- 7.1.2.1 Each child must have a diagnosis of Autism / Autistic Spectrum Disorder using the DSM-IV or ICD 10 criteria as set out by a professional / individual approved by the Department of Education and Skills and a Multi-Disciplinary assessment report. This report must be current (within the current academic year in which the child will take their place).
- 7.1.2.2 A recommendation that a special class placement from a competent professional is best suited to the child's needs must be clearly stated in the child's psychological assessment.
- 7.1.2.3 As inclusion is an integral part of our school ethos, it is a necessary criterion of enrolment that any child attending the class must be capable of integrating into a mainstream classroom setting. Thus, their level of autism must not prevent the child from interacting appropriately and integrating into mainstream. Furthermore, the child's cognitive level must allow him/her to integrate academically and socially in the mainstream school setting as well as the ASD class. The level of integration, duration and timing will be decided upon by the principal and staff in consultation with the mainstream teacher, external advice and the parents of the child in question. Information will be shared and discussed with all parties at the IEP meetings.
- 7.1.2.4 A fully completed application form must be filled in by the parents and any relevant reports must be submitted to the school.
- 7.1.2.5 The completion of an application form does not constitute an offer of a place.
- 7.1.2.6 The child must be age appropriate for the SNU class to which they are applying.
- 7.1.2.7 Priority is given to brothers and sisters of children currently attending Scoil Aoife CNS (including stepsiblings, resident at the same address if they meet the criteria in relation to age and ability to integrate into mainstream)
- 7.1.2.8 Priority is given to current pupils attending mainstream in Scoil Aoife
- 7.1.2.9 Priority will be given to children living in the Tallaght area, D.24

7.1.3 **Selection process:**

Scoil Aoife CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, an Applicant will be offered a place in Scoil Aoife CNS based on the number of the published selection criterion met by him/her *i.e.* an Applicant who meets three of the specified application criteria will be given priority over an Applicant who meets two of the specified application criteria.

Where two or more applications have met the same number of selection criteria and are tied for a place, [Scoil Aoife CNS] will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.]

7.1.4 **Late applications:**

An application received by Scoil Aoife CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Aoife CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Aoife CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

#### **7.1.5 Second/third-round offers of a place**

Where a Child is in receipt of an offer of a place within Scoil Aoife CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

#### **7.1.6 Acceptance of a place:**

If the student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if

it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

#### 7.1.7 **Refusal:**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Scoil Aoife CNS.
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

#### 7.1.8 **Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 7.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3. An Applicant has not indicated:
  - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);

and

- (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 7.1.4 above.

## 7.2 APPEALS

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### 7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS at Scoil Aoife CNS, Citywest Drive, Tallaght. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### 7.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Aoife CNS for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Aoife CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by

the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### **7.2.3. Basis for appeal:**

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.