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| **Admission Policy of Ladyswell National School**https://lh6.googleusercontent.com/pdKFU6xF8BOhQwLjjE3-d4TC216G3bSP7OIfk5fXaJfS3hgmMxSyNke6Cy4wO3wIVa8MfICa5FkVTmTzVajkwyCs_klwxajBwyrvBH6K9cas0q0GiKsK8A1jInevm2WLwlWNVE-cRMTFWcV5CWXroA**School Address: Ladyswell, Mulhuddart, Dublin 15** **Roll number: 19850F****School Patron: Catholic Archbishop of Dublin**  |

**1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on the 19th September 2023. 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 Ladyswell National School’s admission process are set out in the school’s annual admission notice which is published annually on the school’s website prior to the beginning of the annual enrolment/admissions process.

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. Copies are available from the school office.

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

Ladyswell National School is a co-educational primary school under the patronage of the Catholic Archbishop of Dublin. The school aims to promote

1. the full harmonious development of all aspects of the person of the students: including the cognitive, intellectual, physical, cultural, moral and spiritual aspects
2. a living relationship with God and other people and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. the formation of students in the Catholic faith

In the interest of balanced integration, Ladyswell NS is an inclusive school welcoming children of all faiths.

In accordance with S.15 (2) (b) of the Education Act, 1998, the Board of Management of Ladyswell NS 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. Admission Statement**

Ladyswell NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Ladyswell NS 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’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Ladyswell NS 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 relating 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.

Ladyswell N.S will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

At the time of the updating of this policy, Ladyswell NS was beginning the process of opening its first ASD class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

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

Ladyswell National School is fully committed to inclusivity, particularly with reference to the enrolment of children with special educational needs. Our school does not currently have a special class but we are in the process of establishing a class to provide an education exclusively for students with Autism/Autistic Spectrum Disorders.

A child must have a Diagnosis from a psychiatrist/ psychologist, that has assessed and classified the child as having autism or autistic spectrum disorder according to DSMV or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school

**5. Admission of Students**

 Ladyswell NS is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

This school shall admit each student seeking admission **excep**t where

1. the school is oversubscribed (please see section 7 below for further details)
2. 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
3. Where a student is less than 4 years of age on the 1 September of the school year concerned
4. The special class attached to Ladyswell NS provides an education exclusively for students with Autism/Autistic Spectrum Disorders and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class, or has not been classified/assessed by psychologist/psychiatrist according to DSMV or Equivalent, including a recommendation from a psychologist for a placement in an ASD setting,
5. the student concerned does not have the specified category of special educational needs catered for by the school
6. 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 applications null and void.

**6. 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, with the exception of the Early Start class of Ladyswell NS which is a pre-school sanctioned by the Department of Education

(b) the payment of fees or contributions (howsoever described) to the school;

(c) a student’s academic ability, skills or aptitude; other than in relation to:

admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned

(d) the occupation, financial status, academic ability, skills or aptitude of a student’s parents;

(e) a requirement that a student, or 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 a student attending or having attended the school as per Enrolment Criteria.

(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.

**7. 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. Students must reach 4 years of age on or before 30th April of the year the school year concerned:

**Priority Category 1:**

Children of Early Start Class, eldest child first.

**Priority Category 2:**

Siblings, step-siblings of students enrolled in Ladyswell NS including Early Start Class and children of the parish of Mulhuddart, eldest child first.

**Priority Category 3:**

Children of staff of Ladyswell NS, eldest child first.

**Priority Category 4:**

Children residing outside the parish, eldest child first.

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

**b) Special class**

Ladyswell NS opened its first Special Class for students with Autism during the school year 23/24. The Special Class is an additional support mechanism for students with Autism who fulfil the criteria for admission to the Special Class and who find it challenging to attend the mainstream class on a full-time basis. This class is an integral part of our school. The students in the Special Class are included into the day to day activities of the school insofar as possible and they partake in as many school- related activities as they can, in line with their needs.

As the Special Class is an integral part of our school, all plans and policies of the Plean Scoile apply to this class. Such plans and policies may need to be adapted for the students in the Special Class, these will be discussed by the Principal, the SEN team (including staff of the Special Class), the parents of the students in the Special Class and the Board of Management as appropriate. The Primary School Curriculum is the educational programme but there is additional emphasis in our ASD class in areas such as social and communication skills, coping skills and strategies and the development of adaptive and independent skills.

1. Criteria for enrolment in the Special Class in Ladyswell NS
* Each student must have a diagnosis of Autism/ Autism Spectrum Disorder using DSM 5 or ICD 10 Criteria as set out by a professional or individual approved by the Department of Education
* A recent recommendation (should be within the previous two years) that a Special Class Placement is best suited to the child’s needs must be clearly stated in the child’s psychological assessment.
* A fully completed application form must be filled in by parents. All relevant reports from all professionals and services dealing with the child must accompany the application form
* If the application form is not fully completed, and/or all required reports have not been furnished, the application will be deemed incomplete. The parents will be notified that the application will not be considered until a complete application is submitted
* The applications will be assessed by the ASD Enrolment Advisory Board, who will advise the Board of Management on the application
* The BOM will decide on whether to accept the application
* If offered a place, Parents/Guardians must accept in writing within 7 calendar days. If this acceptance is not received within the timeframe outlined, the school will understand this to mean that the place is not being accepted and will consequently reallocate the place
* The level of integration, duration and timing will be at the discretion of the Principal, the Special Class Teacher, Mainstream Teacher and the Parents of the child in question.
* Placement in the Special Class will be subject to regular review in order to monitor the child’s progress and appropriateness of the placement
* The school must have the resources to meet the special educational needs of the student who wishes to be enrolled in the Special Class in Ladyswell NS

The ASD Enrolment Advisory Board

* The advisory board is compromised of the Principal, Deputy Principal and the Special Class teacher. The advisory board will advise the BOM on the applications for the ASD class
* Decisions regarding the placement of an applicant in the ASD class lies with the Board of Management
* Places are allocated to the ASD class contingent on the continuation of resourcing from the National Council for Special Education (NCSE) and the Department of Education (DE)

Behaviour

It is accepted that children with special educational needs may display difficult and challenging behaviours associated with their diagnosis. All efforts will be made by the school to manage such behaviour using various strategies, through the implementation of the child’s individual education plan, in consultation with the parents.

All children including students with special educational needs are subject to the school’s code of behaviour/discipline

If a special class is oversubscribed the school will apply the following selection criteria to students. These will be applied in the order listed below to applications received within the timeline as set out in the school’s annual admission notice for the special class. The child must have A Diagnosis from a psychiatrist/ psychologist that has assessed and classified the child as having autism or autistic spectrum disorder according to DSMV or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school

**Priority category 1:** Current students of the school/students who have been offered a place in the mainstream school for the coming September.

**Priority Category 2:**

Applicant students who are siblings of children enrolled in the school including siblings of Early Start students and applicants living in the parish of Mulhuddart.

**Priority Category 3:**

Other Applicants

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

**c) Other year groups – Senior Infants to 6th Class- Mainstream classes**

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought or to classes or years other than the school’s intake group, are as follows:

All applicants for admission received for any class as outlined in the annual admission notice/Sections 5 and 6 above, will be considered and decided upon in accordance with our school’s admission policy, the Education Admissions to Schools Act 2018 and any regulations made under the Act.

If the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below. 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/step-siblings of students enrolled in the school/Early Start and children of the parish of Mulhuddart, eldest child first.

**Priority Category 2:**

All other applicants, eldest children first.

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

**d) Early Start**

In accordance with the Department of Education revised guidelines (March 2012) children must be more than 3 and less than 5 years on the 1st September of the year of enrolment to the Early Start class.

The Board of Management will also take into account:

1. Needs of Family/Child
2. Recommendation of Other agencies

**Priority Category 1:**

Applicant students who are siblings/step-siblings of students enrolled in the school and children of the parish of Mulhuddart, eldest child first.

**Priority Category 2:**

All other applicants, eldest children first.

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

**8. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice for Junior Infants, special class 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 at the end of the waiting list that is current at the time the application is received.

If two applications are received at the same time the applicant will be offered a place or placed on the waiting list by earliest date of birth. Individuals born on the same date/ twins/multiple birth will be put in alphabetical order of their first name

**9. 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 Ladyswell NS 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 Ladyswell NS 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 7 above**. Late applications will be added to the waiting list as above see section 8**

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.

**10. Admissions 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.

 **11. Decisions on applications**

All decisions on applications for admission to Ladyswell NS 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.

**12. 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 17 below for further details).

**13. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Ladyswell NS 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.

**14. 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 Ladyswell NS where—

* it is established that information contained in the application is false or misleading
* **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**
* 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 an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in section 13 above.

**15. 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)

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

The board of management of Ladyswell NS 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.

**Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction

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| The following are the school’s arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students.A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school. |

**17. 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.

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 date** 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.

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.

More information on appeals can be found [here](https://www.gov.ie/en/publication/8248c-appeals-in-relation-to-refusal-to-admit-a-student-due-to-a-school-being-oversubscribed/).

 **18. 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.

This Policy was ratified by the Board of Management on the 21st September 2023

Signed on behalf of the Board of Management by:

Chairperson: Eithne Woulfe



Principal : Niall Murray



Date: 21/9/2023