

## Admissions Policy 2024.2025: Gaelscoil Chill Dara

School Address: Green Road, Curragh, Co. Kildare

Roll number: 20023a

Patron of the School: An Foras Pátrúnachta

### 1. Introduction

This Admissions 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 consulted with school staff, the school patron and parents of children attending the school.

The policy was approved by the school patron on **01.02.24**. It is published on the school website and will be made available in hard copy on request to anyone who requests it. The relevant dates and timelines for **Gaelscoil Chill Dara's admissions policy** are set out in the notice regarding the school's annual admission which is published annually on the school website at least one week in advance of the commencement of the admissions process for the relevant school year.

This policy must be read in conjunction with the notice regarding the School's Annual Admission for the school year concerned.

The application form for admission is published on the school website and a hard copy will be made available to anyone who requests it.

The Irish language version of this policy will take precedence in the event of discrepancies.

### 2. The characteristic spirit & general objectives of the school

**Gaelscoil Chill Dara** is an Irish-medium primary school in An Foras Pátrúnachta. It is a co-educational school founded in **1995** and has a **Catholic** ethos.

We welcome children regardless of their background, religion or special needs. Our intention is to develop children's kindness, friendship, empathy, self-confidence, responsibility, well-being, respect and interest in lifelong learning, in our culture and in the world.

In addition, every effort is made to foster a friendly, open, positive and supportive atmosphere in the school community and to promote the Irish language in the area.

People live in one another's shadow. Gaelscoil Chill Dara - making a difference!

### 3. Admission Statement

Gaelscoil Chill Dara **will not** discriminate in relation to the admission of a pupil to a school on the basis of any of the following:

- (a) the gender of the pupil or applicant in respect of the pupil concerned,
- (b) the civil status of the pupil or applicant in respect of the pupil concerned,
- (c) the family status of the pupil or applicant in respect of the pupil concerned,
- (d) the sexual orientation of the pupil or applicant in respect of the pupil concerned,
- (e) the religion of the pupil or applicant in respect of the pupil concerned,
- (f) the majority of the pupil's or applicant's disability in respect of the pupil concerned,
- (g) the race of the pupil or applicant in respect of the pupil concerned,
- (h) a pupil or applicant from the traveller community in respect of the pupil concerned, or
- (i) the pupil or applicant has special educational needs in respect of the pupil concerned.

In accordance with Section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discrimination', 'family status ground', 'gender ground', 'religion', 'religious institution' and 'Travelling community institution' shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### **A school with a special education class**

Gaelscoil Chill Dara **is a school** that has established a class, with the approval of the Minister for Education and Skills, that provides education exclusively to pupils with a category or categories of special educational needs specified by the Minister and a student who does not have the specified category of needs may be refused entry to class.

Gaelscoil Chill Dara **will co-operate** with the National Council for Special Education in the performance of the Council's functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education for children with special educational needs, including the provision and operation of special classes or classes at the request of the Council.

Gaelscoil Chill Dara **shall comply** with any order served on the patron or board under section 37A and any order served on the board under section 67(4B) of the Education Act.

Any special class that will open in **Gaelscoil Chill Dara will be** operated through the medium of Irish.

#### 4. Categories of Special Educational Needs attended in the special Autism school/class

**Gaelscoil Chill Dara** , with the approval of the Minister for Education and Skills, established a class to provide education exclusively to pupils who have (insert details of the special class special class category or categories of SEN).

**The reports (which include a recommendation that the child attend a special class) must be submitted with the application for a school place.**

In the event that the special class is overspent, the school will apply the following selection criteria in the **order in which they appear below** in relation to applications received within the timeline for receipt of applications as set out in the school's notice of entry when deciding on admission.

1. Current pupils of the school
2. Sibling\* with the current pupil of the school
3. Sibling\* with former pupil of the school
4. Children are satisfied that the school has attained a level of fluency in Irish and that fluency would be likely to go backwards if not admitted to an Irish-medium school.\*\*
5. Children with Irish language proficiency that would allow the child to function and learn in class and that other pupils would not have to turn to English to communicate.
6. By age; the eldest child first.

\*Brothers, sisters, half-siblings, foster or adopted children

\*\*Parents/guardians will have a full duty to provide sufficient evidence to demonstrate a level of fluency in Irish to the board. See further information in the relevant document available from the school.

## 5. Admission of Students

This school will admit all pupils seeking admission except in the following cases –

- a. where the school is overs so demanded (see paragraph 6 below for further details)
- b. where a parent of a pupil fails, when required by the principal in accordance with Section 23(4) of the Education (Welfare) Act 2000, to declare in writing that the school's code of conduct is acceptable to him or her and that he or she will make every reasonable effort to ensure that the pupil complies with that code.

The special class linked to Gaelscoil Chill Dara provides education exclusively to pupils with **Autism** and the school may refuse admission to that class, where the pupil in question does not have the specified category of special educational needs provided for in that class.

## 6. Over-claim

**Entry Requirement:** A child must have a 4 year birthday on the 1st May of the year they intend to start school. Any application for a child who has a 4 year old birthday between **1 May** and the first day of school will be placed on the main waiting list in the event of an over-demand and a place may be offered if a school place is available after the criteria have been applied.

In the event that the school is overspent, the school will apply the following selection criteria in the **order in which they appear below in** relation to applications received within the timeline for receipt of applications as set out in the school's notice of entry when deciding on applications for admission.

### Entry Requirement:

1. Siblings\* current pupils of the school.
2. Children are satisfied that the school has attained a level of fluency in Irish and that fluency would be likely to go backwards if not admitted to an Irish-medium school.\*\*
3. Children with a sibling\* who have already attended the school.
4. By age; the eldest child first.

\*Brothers, sisters, half-siblings, foster or adopted children

\*\*Parents/guardians will have a full duty to provide sufficient evidence to demonstrate a level of fluency in Irish to the board. See further information in the relevant document available from the school.

Where two or more pupils are on an equal footing for a place or places in any of the above selection criteria categories (with the number of applicants exceeding the number of places remaining), the following arrangements apply:

The Board of the school has the right to set the maximum number of pupils in any particular class. The maximum number of pupils to be approved in Junior Infants is **60**.

If two or more pupils are attached under criterion 1/2/3, priority will be set according to the next criteria on the list. If criterion 4 applies, the time of birth of the child available on the birth certificate will be taken into account

## **7. Amount not considered or taken into account**

In accordance with section 62(7)(e) of the Education Act 1998, the school will not consider or take into account any of the following in determining applications for admission or when placing a pupil on a waiting list for admission to the school.

Schools must include points (a) to (g) here. There are limited exceptions to one of these red-highlighted reasons and schools must retain their exceptions and delete those that do not apply:

- A. pre-school or pre-school service, including naíonraí, pre-school and pre-school
- B. the payment of fees or contributions (however described) to the school;
- C. the student's academic ability, skills or competence;  
except in relation to: admission to an Irish-medium school, in accordance with the provisions of section 62(9)
- D. career, financial status, academic ability, skills or competence of parents of pupils;
- E. a requirement that a student, or his/her parents attend an interview, open day or other meeting as a condition of entry;
- F. a pupil's connection to the school by virtue of one of his/her family attending or having previously attended the school;  
other than that the school intends to: include selection criteria based on the brothers or sisters of a pupil who is currently attending or who has previously attended the school.
- G. the date and time the school accepted an admission application

This is subject to receipt of the application at any time during the period specified for receipt of applications- as set out in the school's annual admission notice for the relevant school year.

This is also subject to the school having already formally made offers in writing, based on current waiting lists (up to 31st January 2025 only).

## 8. Decisions on applications

All decisions regarding applications for admission to **Gaelscoil Chill Dara** will be based on the following:

- School admissions policy
- The school's annual admission notice (where applicable);
- The information provided by the applicant in the official application form of the school received during the period specified in our annual notice of entry to receive applications;

(See section 14 below for applications received outside the entry period and section 15 below for applications for places in years other than the admissions group.)

Selection criteria not included in our school admissions policy will not be used to decide on an application for a place in our school.

## **9. Communicating decisions to applicants**

Applicants will be notified in writing of the school's decision, within the timeline set out in the annual notice of entry.

If a student is not offered a place in our school, the reasons for not being offered a place will be provided to the applicant in writing, including, where applicable, details of the pupil's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal in relation to the school's decision (see section 18 below for further details).

## **10. Acceptance of an applicant's offer of place**

When accepting an offer of admission from **Gaelscoil Chill Dara**, you must indicate the following:

- i. whether you have accepted an offer of admission to another school or schools. If you have accepted such an offer, you must also provide details of the offer(s) concerned.
- ii. whether you have applied for an offer of admission from another school or schools or are awaiting confirmation, and if so, you must provide details of the school or other schools concerned.

## **11. Circumstances in which tenders cannot be made or withdrawn**

**Gaelscoil Chill Dara can only make or withdraw an admission if —**

- iii. the information contained in the application is found to be false or misleading.
- iv. an applicant fails to accept an offer of entry on or before the date set out in the school's annual admission notice.
- v. a parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to declare in writing that the school's code of conduct is acceptable to him or her and that he or she will make every reasonable effort to ensure that the pupil complies with that code; or

- vi. fails to meet requirements to 'accept an offer' as set out in section 10 above.

## 12. Sharing data with other schools

Applicants should be aware that Section 66(6) of the Education (Admission to Schools) Act 2018 allows data sharing between schools to facilitate effective entry of pupils.

### **Section 66 (6) allows a school to provide a list of pupils to another patron or board of management:**

- vii. an application for admission to the school was received,
- viii. an offer was made for a place in the school, or
- ix. an offer of a school place has been accepted.

### **The list may include any or all of the following:**

- x. the date the school received an application for a place of school;
- xi. the date the school made an offer of a school place;
- xii. the date an applicant accepted an offer of a place of school;
- xiii. pupil(s) personal data including name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## 13. Waiting list in case of over-claim

Where there are more applications for the school year concerned than the places available, a waiting list of unsuccessful pupils will be compiled for entry to **Gaelscoil Chill Dara** due to an over-demand of the school and will be valid for the school year in which admission is sought.

A placement on **Gaelscoil Chill Dara's waiting list is a priority order assigned to students' applications after the school has applied the selection criteria in accordance with this admissions policy.**

Offers will be made in respect of any subsequent places available for and during the school year for which admission is sought in respect of those students on the waiting list, in accordance with the order of priority for which the students were placed on the list.

The supplementary waiting list will be created if applications are received after the closing date set out in the Annual Entry Notice. Applications will be ordered in



accordance with the selection criteria in this admissions policy. The first waiting list will be cleared before candidates are offered places on this supplementary list.

#### **14. Late Applications**

Offer a place if there is a place available in the school.

If there is an over-demand for places in the school following the main admissions process, any school places that subsequently arise will be filled from the waiting list created from this process.

If applications are received after the closing date as set out in the Annual Entry Notice a supplementary waiting list will be created. The main waiting list will be cleared before candidates are offered places on this supplementary list. When space arises in the school, applications on the supplementary waiting list will be assessed in accordance with the selection criteria in this admissions policy on the day that school place arises in accordance with the School Admissions Act 2018 and any regulations made under that Act.

#### **15. Procedures for admitting students to other years and during the school year**

The school's procedures for admitting pupils who have not already been admitted to classes or years other than the school admissions group **at the start of the school year are as follows:**

Parents/guardians who wish to apply for a place in any class other than Junior Infants are required to write to the Chairperson of the Board a letter of application to that effect. The decision on the reception of children in any other class will be made by the Board of Management and this decision rests solely with the Board.

### **Senior Infants/1st Class**

A place will be given if a place is available in the following classes: Senior Infants and 1st Class. Where the number of applications exceeds the number of places available in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. Where no place is available, the child's name will be placed on the waiting list in accordance with Section 13 of this policy.

### **2nd Class - 6th Class**

Children will be given a place in 2nd – 6th class if there is space in the class **and** the Principal/Board of Management decides that the child's ability to speak Irish is at a level that would allow the child to function and learn in class and that other pupils would not have to turn to English to communicate. **Evidence of this standard will be provided by the parent/guardian.** The Management Board shall have the final decision in these cases

The school's procedures for admitting pupils who have not already been admitted to the school **during the school year in** which admission is sought are as follows:

Parents/guardians who wish to apply for a place in any class other than Junior Infants are required to write to the Chairperson of the Board a letter of application to that effect. The decision on the reception of children in any other class will be made by the Board of Management and this decision rests solely with the Board.

### **Senior Infants/1st Class**

A place will be given if a place is available in the following classes: Senior Infants and 1st Class. Where the number of applications exceeds the number of places available in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. Where no place is available, the child's name will be placed on the waiting list in accordance with Section 13 of this policy.

### **2nd Class - 6th Class**

Children will be given a place in 1st – 6th class if there is space in the class **and** the Principal/Board of Management decides that the child's ability to speak Irish is at

level that would allow the child to function and learn in class and that other pupils would not have to turn to English to communicate. **Evidence of this standard will be provided by the parent/guardian.** The Management Board shall have the final decision in these cases.

## 16. Declaration on non-charging fees

The board of **Gaelscoil Chill Dara** and any person acting on its behalf shall not charge fees for payment or seek payment or contribution (however described) as a condition of -

- A. an application for admission of a student to the school, or
- B. entry or ongoing registration of a pupil in the school.

## 17. Arrangements for pupils who do not attend religious instruction

The school welcomes all students.

Gaelscoil Chill Dara is a Catholic school.

Where the parents requested that the pupil attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day for these students.

A written request should be made to the School Principal. Arrange a meeting with the pupil's parents/guardians to discuss how best to respond to this request.

## 18. Right to review/appeal

### Review of management board decisions

A parent of a student, or in the case of a student who has reached the age of 18, may ask the board to review the decision to refuse a place in the school. Such applications 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 for 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 carry out such reviews in accordance with the procedures governed by Section 29B in conjunction with Section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused a place due to an oversching of places in the school, the applicant must ask the board of management to review that decision before making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused a place for a reason other than an over-claim for places in the school, the applicant may ask the board of management to review that decision before making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, a parent of a student, or in the case of a student who has reached the age of 18, may appeal the decision of this school to refuse a place in the school.

An appeal can be made under Section 29 (1)(c)(i) of the Education Act 1998 where an applicant has been refused a place due to an overspent on school places.

An appeal can be made under Section 29 (1)(c)(ii) of the Education Act 1998 where an applicant has been refused a place for a reason other than over-claiming places in the school.

Where an applicant has been refused a place because of an oversolicited demand for places in the school, the applicant must ask the board of management **to review that decision before making an appeal** under section 29 of the Education Act 1998. (see Review of Management Board decisions)

Where an applicant has been refused a place because of a case other than an over-demand for places in the school, the applicant may ask the board of management to review that decision before making an appeal under section 29 of the Education Act 1998. (see Review of Management Board decisions)

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 sought and the other requirements relating 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.