

# ADMISSIONS POLICY

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DUBLIN DIOCESAN ADMISSION POLICY

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**Scoil Chaoimhín Naofa, Hollywood.**



**Admission Policy of Scoil Chaoimhín Naofa**

**Hollywood, Co. Wicklow**

**Roll number: 18054W**

**School Patron/s: The Archdiocese 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 27<sup>th</sup> Day of September 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Chaoimhín Naofa, Hollywood admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

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

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

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

This section must be completed by all schools.

Scoil Chaoimhín Naofa, Hollywood is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Archbishop of Dublin

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the pupil including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith, which provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Chaoimhín Naofa, Hollywood 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.

The staff of Scoil Chaoimhín Naofa, Hollywood is proud to model and promote a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. As a Catholic school, we provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and we promote the formation of our pupils in the Catholic Faith, while also welcoming children of other faiths and traditions.

### **Mission statement**

Scoil Chaoimhín Naofa, Hollywood is a peaceful school. We pride ourselves on consistently demonstrating our core values of Respect, Trust, Empathy, Encouragement, Appreciation and Belonging. Our school conveys a sense of warmth, generosity and enthusiasm as our children and staff are eager to smile and make all those who enter our school feel welcome. We encourage Kind Hands, Kind Words & Kind Feet at all times.

We are committed to providing a safe, positive learning environment for our pupils. Our dedicated staff strives to ensure that each individual pupil has the opportunity to develop to their full potential. We take pride in our work and encourage the children to take pride in theirs. These qualities are reflected in our motto; *Gach dalta, gach seans, gach lá* (Every pupil, every chance, every day)

### 3. Admission Statement

Scoil Chaoimhín Naofa, Hollywood will not discriminate in its admission of a pupil to the school on any of the following:

- (a) the gender ground of the pupil or the applicant in respect of the pupil concerned,
- (b) the civil status ground of the pupil or the applicant in respect of the pupil concerned,
- (c) the family status ground of the pupil or the applicant in respect of the pupil concerned,
- (d) the sexual orientation ground of the pupil or the applicant in respect of the pupil concerned,
- (e) the religion ground of the pupil or the applicant in respect of the pupil concerned,
- (f) the disability ground of the pupil or the applicant in respect of the pupil concerned,
- (g) the ground of race of the pupil or the applicant in respect of the pupil concerned,
- (h) the Traveller community ground of the pupil or the applicant in respect of the pupil concerned, or
- (i) the ground that the pupil or the applicant in respect of the pupil concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

#### **All denominational schools**

Scoil Chaoimhín Naofa, Hollywood 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.

### 4. Categories of Special Educational Needs catered for in the school/special class

This section does not apply to our school as we are not a special school or a Mainstream school with a special class attached.

Scoil Chaoimhín Naofa, Hollywood does welcome the enrolment of children with Special Educational Needs.

## 5. Admission of Pupils

This school shall admit each pupil seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a pupil, 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 pupil

### **All denominational schools**

Scoil Chaoimhín Naofa, Hollywood is a Catholic School and may refuse to admit as a pupil 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.

## 6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

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:

To assist the school in such circumstances of overcrowding, the Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind Department of Education and Skills guidelines in relation to class size and staffing provisions. Other factors that may be considered are:

- Size of and available space in classrooms.
- Multi-grade classes.
- Splitting class policy

### **Selection criteria**

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, the following criteria will be used to prioritize children for enrolment:

- a) Siblings and stepsiblings of children already enrolled in the school<sup>1</sup> and **children resident in the parish<sup>2</sup> of Ballymore Eustace (Hollywood)** (the eldest child will have priority in this ranking)
- b) Children of staff (the eldest child will have priority in this ranking).
- c) Children residing outside the parish (the eldest child will also have priority)

<sup>1</sup>In the case where there is a boy's and a girl's school in the parish, siblings should be accommodated, i.e. sisters of boys and brothers of girls should be included in the enrolment policy of both schools.

<sup>2</sup>Proper documentation as determined by the Board of Management will have to be provided to prove their residency status in the parish area.

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

When two or more pupils are tied for a place the children's names will be entered into a lottery and they will be positioned according to that lottery.

#### 7. 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 pupil on a waiting list for admission to the school:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a pupil's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a pupil's prior attendance at—
  - (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;  
(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a pupil's academic ability, skills or aptitude;  
(other than in relation to:
  - admission to (a) a special school or (b) a special class insofar as it is necessary in order to ascertain whether or not the pupil has the category of special educational needs concerned and/or
  - admission to an Irish language school, in accordance with the provisions of section 62(9) of the act
- (d) the occupation, financial status, academic ability, skills or aptitude of a pupil's parents;
- (e) a requirement that a pupil, or his or her parents, attend an interview, open day or other meeting as a condition of admission;  
(other than in the case of admission to the residential element of a boarding school or to a plc or further education and training course run by a school)
- (f) a pupil'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 pupil 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.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Scoil Chaoimhín Naofa, Hollywood 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

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a pupil 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 pupil's ranking against the selection criteria and details of the pupil'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 of the school's decision (see [section 18](#) below for further details).

## 10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Chaoimhín Naofa, Hollywood, 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 are 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.

## 11. 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 Scoil Chaoimhín Naofa, Hollywood where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a pupil, 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 pupil; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## 12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of pupils.

Section 66(6) allows a school to provide a patron or another board of management with a list of the pupils in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application 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 pupil'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).



### 13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of pupils whose applications for admission to Scoil Chaoimhín Naofa, Hollywood 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 Scoil Chaoimhín Naofa, Hollywood is in the order of priority assigned to the pupils' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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 pupils on the waiting list, in accordance with the order of priority in relation to which the pupils have been placed on the list.

### 14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

### 15. Procedures for admission of pupils to other years and during the school year

#### Pupils Transferring

Applications for enrolment during the school year will be considered subject to school policy, and available space. Such applications will be dealt with on a case – by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

#### Code of Behaviour:

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which can be found on the school website [www.hollywoodns.ie](http://www.hollywoodns.ie).

The procedures of the school in relation to the admission of pupils who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Such applications will be dealt with on a case – by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

#### Code of Behaviour:

All offers of enrolment are subject to acceptance of the School's Code of Behaviour, a copy of which can be found on the school website [www.hollywoodns.ie](http://www.hollywoodns.ie).

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

This rule applies to all schools.

The board of Scoil Chaoimhín Naofa 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 pupil to the school, or
- (b) the admission or continued enrolment of a pupil in the school.

**Note:** Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

## 17. Arrangements regarding pupils not attending religious instruction

The following are the school's arrangements for pupils, where the parents or in the case of a pupil who has reached the age of 18 years, the pupil, who has 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 of such pupils:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the pupil, as the case may be, to discuss how the request may be accommodated by the school.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parent of the pupil, or in the case of a pupil who has reached the age of 18 years, the pupil, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

**Right of appeal**

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

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Signed: James Murray  
Cathairleach an Bhoird

Date: 30th September 2020

Signed: [Signature]  
Príomhóide na Scoile

Date: 30<sup>ú</sup>/Meán fóirhair /2020.

