



# Drimnagh Castle

Primary School

**School Address: Long Mile Road, Walkinstown Dublin 12 D12 C893**

**Roll number: 19837N**

**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, the Catholic Archbishop of Dublin, on the 8<sup>th</sup> of February 2023. It is published on the school's website on 22/02/23 and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Drimnagh Castle Primary School 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 is available in hardcopy on request to any person who requests it.

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

Drimnagh Castle Primary School is an all-boys school from 2<sup>nd</sup> to 6<sup>th</sup> class 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 person 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,

and which school 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 Drimnagh Castle Primary School 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.

Drimnagh Castle Primary School upholds the values and principles of a Christian education in the Catholic tradition. We respect the dignity and uniqueness of each person involved with the school. We strive to provide an environment that encourages each pupil to develop positively as a person and to provide him with the knowledge and skills necessary for ongoing learning. We are an inclusive school and welcome pupils of all faiths and none.

Within the context of Department of Education and Skills regulations and programmes and the funding and resources available, the school supports the principles of:

- parental/guardian choice in relation to enrolment

- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational needs
- equality of access and participation for all pupils enrolled in the school
- respect for diversity of values, beliefs, traditions, languages and ways of life in society

The school follows the curricular programmes prescribed for primary schools by the Department of Education and Skills. Parents/Guardians who wish to familiarise themselves with these programmes may do so at [www.ncca.ie](http://www.ncca.ie).

### **Edmund Rice Schools Trust**

Drimnagh Castle Primary School is under the trusteeship of the Edmund Rice Schools Trust (ERST).

It is informed by the religious and educational philosophy as set out in the Edmund Rice Schools Trust Charter, underpinned by the following values:

- Nurturing faith and spirituality and gospel based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformation leadership

### **3. Admission Statement**

Drimnagh Castle Primary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,

- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs.

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

Drimnagh Castle Primary School will cooperate with the National Council for Special Education (NCSE) in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Drimnagh Castle Primary School 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.

### **Single gender schools**

Drimnagh Castle Primary School is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school.

## **All denominational schools**

Drimnagh Castle Primary School 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 Roman 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**

Drimnagh Castle Primary School is committed to a policy of inclusiveness, and welcomes children with special educational needs (SEN) provided that the resources and services required to meet the needs of these children are available within the school. See Appendix 1 for further information in relation to applications in relation to the enrolment of children with special educational needs.

## **5. Admission of Students**

This school shall admit each student seeking admission except where –

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

### **A school that admits students of one gender only**

Drimnagh Castle Primary School provides education exclusively for boys and may refuse to admit as a student who is not of the gender provided for by this school.

## **All denominational schools**

Drimnagh Castle Primary School is a Catholic and may refuse to admit as a student a person who is not of Roman 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:

**Category 1:** Children in first class in Assumption Junior National School. Brothers (including stepbrothers, resident at the same address) of children who attend/attended Drimnagh Castle Primary School. Children living in the parish of Walkinstown. (The eldest child will have priority in this ranking)

**Category 2:** Children of staff. (The eldest child will have priority in this ranking)

**Category 3:** Children residing outside the parish of Walkinstown. (The eldest child will have priority in this ranking)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

## **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 student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- (e) a requirement that a student, or his parents/guardians, 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 family attending or having previously attended the school; other than, in the case of the school wishing to include a selection criteria based on the brother/stepbrother of a student attending the school or having attended the school and/or;
- (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.

## **8. Decisions on applications**

All decisions on applications for admission to Drimnagh Castle Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice
- 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 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 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 Drimnagh Castle Primary School, the parent/guardian 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.



## **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 Drimnagh Castle Primary School 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 /guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 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 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 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 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).

### **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 students whose applications for admission to Drimnagh Castle Primary School 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 Drimnagh Castle Primary School 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.

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.

### **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 students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications for entry at the start of the school year to classes other than 2<sup>nd</sup> Class may be submitted at any time. Names of applicants are placed on a waiting list, in order of date of application. Places are allocated on a first-come, first-served basis; this means that as a place becomes available in a particular class, that place is allocated to the first child on the waiting list for that class.

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

The board of Drimnagh Castle Primary School 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.

### **17. Arrangements regarding students not attending religious instruction**

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)/guardian(s), to discuss how the request may be accommodated by the school.

## **18. Reviews/appeals**

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

The parent/guardian of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

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

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

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

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

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

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

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

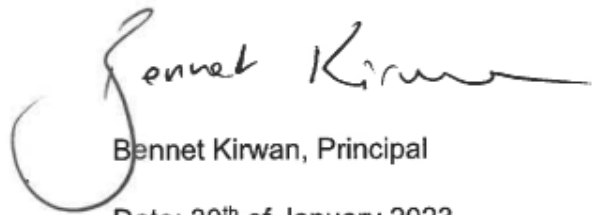
Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

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



Joan Casey, Chairperson

Date: 30<sup>th</sup> of January 2023



Bennet Kirwan, Principal

Date: 30<sup>th</sup> of January 2023

## **Appendix 1: Enrolment of Children with Special Educational Needs**

- The Board of Management will request a copy of the child's psychological and/or medical report or a copy of any assessment carried out by relevant professionals, e.g. Educational/ Clinical Psychologist, Psychiatrist, Speech and Language Therapist, Occupational Therapist etc. or where such a report is not available, request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational needs of the child relevant to his/her disability or special needs and to profile the support services required.
- Parents/Guardians will be requested to attach details of any school-based intervention received to date by the child, e.g. access to (a) Special Education Teacher (date of commencement and frequency and duration should be indicated).
- The school will meet with the parents/guardians of the child and with the Special Education Needs Organiser to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents/guardians, principal, class teacher, Special Education Teacher (SET) the Special Educational Needs Organiser or psychologist, as appropriate.
- Following this, the Board will assess how/if the school can meet the needs specified in the reports.
- Where the parents/guardians and school deem that support resources are required, they will, prior to enrolment, submit the necessary reports and application forms to Special Educational Needs Organiser (National Council for Special Education see Circular 01/05) in order to support their application for the resources required to meet the needs of the child as outlined in the psychological, medical or other reports received. These resources may include access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.
- Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education & Skills to the Board of Management. However, prior to enrolment, parents/guardians must disclose to

the school the existence and nature of the child's educational, physical or emotional need, in order for the school to provide adequate support. If this information is not disclosed, the school cannot guarantee support for that child.